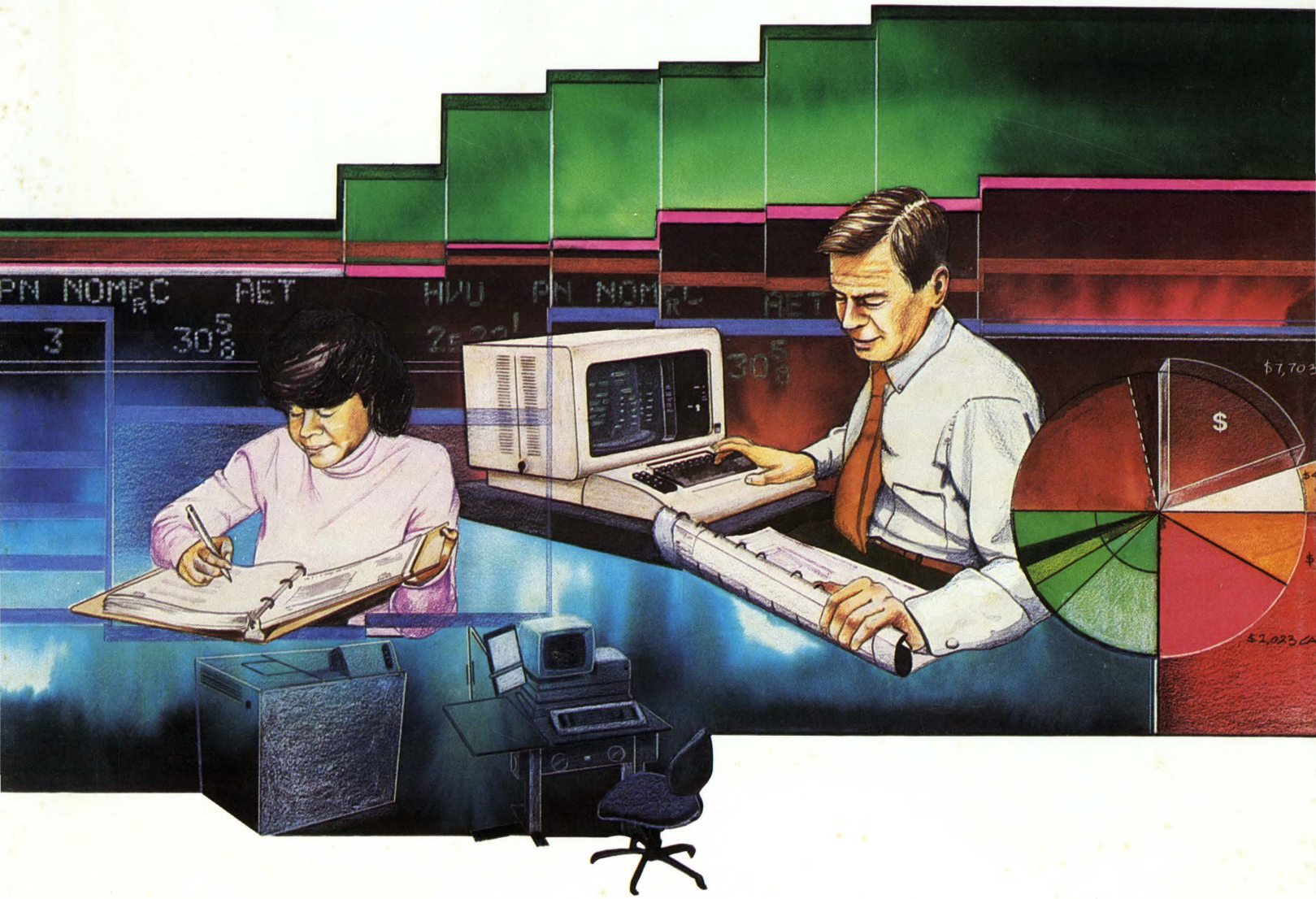
Introducing Financial Applications



General Information

IBM System/36 Manufacturing Accounting and Production Information Control System Version 2.

IBM

Information Programming Services

Introducing Financial Applications

IBM System/36
Manufacturing Accounting and Production Information Control System (MAPICS II) Version 2

General Information Manual

Program Numbers:
5727-M72 Payroll
5727-M73 Accounts Payable
5727-M77 General Ledger
5727-M7A Data Collection System Support
5727-M7H Financial Analysis

File Number:
S36-79

Information Programming Services
GH30-9004-1

Second Edition (December 1984)

This edition applies to all applications of the IBM System/36 Manufacturing Accounting and Production Information Control System Version 2 (MAPICS II). Changes are made periodically to the information herein; any such changes will be reported in subsequent revisions. Please review this manual in its entirety.

This document contains examples of data and reports used in daily business operations. To illustrate them as completely as possible, the examples contain the names of individuals, companies, brands, and products. All of these names are fictitious and any similarity to the names and addresses used by an actual business enterprise is entirely coincidental.

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To the reader

This publication discusses the financial and data collection applications of the Manufacturing Accounting and Production Information Control System Version 2 (MAPICS II). Throughout this publication, all references to MAPICS apply to MAPICS II. MAPICS consists of 19 interrelated applications designed for the manufacturing and related industries. The applications are:

Accounts Payable
Accounts Receivable
Capacity Requirements Planning
Cross Application Support
Data Collection System Support
Financial Analysis
Forecasting
General Ledger
Inventory Management
Inventory Management for Process
Location/Lot Management
Master Production Schedule Planning
Material Requirements Planning
Order Entry and Invoicing
Payroll
Product Data Management
Production Control and Costing
Purchasing
Sales Analysis

Five applications—General Ledger, Accounts Payable, Payroll, Data Collection System Support, and Financial Analysis—are discussed in this publication. For information on the other applications in MAPICS, see the following publications:

- ***Introducing Order Processing and Accounting Applications*** (GH30-9005) for the Order Entry and Invoicing, Inventory Management, Location/Lot Management, Accounts Receivable, Sales Analysis, and Purchasing applications
- ***Introducing Advanced Manufacturing Applications*** (GH30-9006) for the Inventory Management, Product Data Management, Master Production Schedule Planning, Material Requirements Planning, Production Control and Costing, Capacity Requirements Planning, Data Collection System Support, Purchasing, Forecasting, and Location/Lot Management applications
- ***Introducing Process Applications*** (GH30-9008) for the Inventory Management for Process, Product Data Management, Master Production Schedule Planning, Material Requirements Planning, Production Control and Costing, Capacity Requirements Planning, Purchasing, and Forecasting applications.

How this book is organized

This book is divided into three sections. In the first section, which contains general information about the System/36 and five applications, you will find a brief overview of what the applications are and what they can do for you. The second section of the book contains more detailed information about the applications. The third section of the book contains miscellaneous detailed information and a glossary of terms used with System/36 MAPICS application programs.

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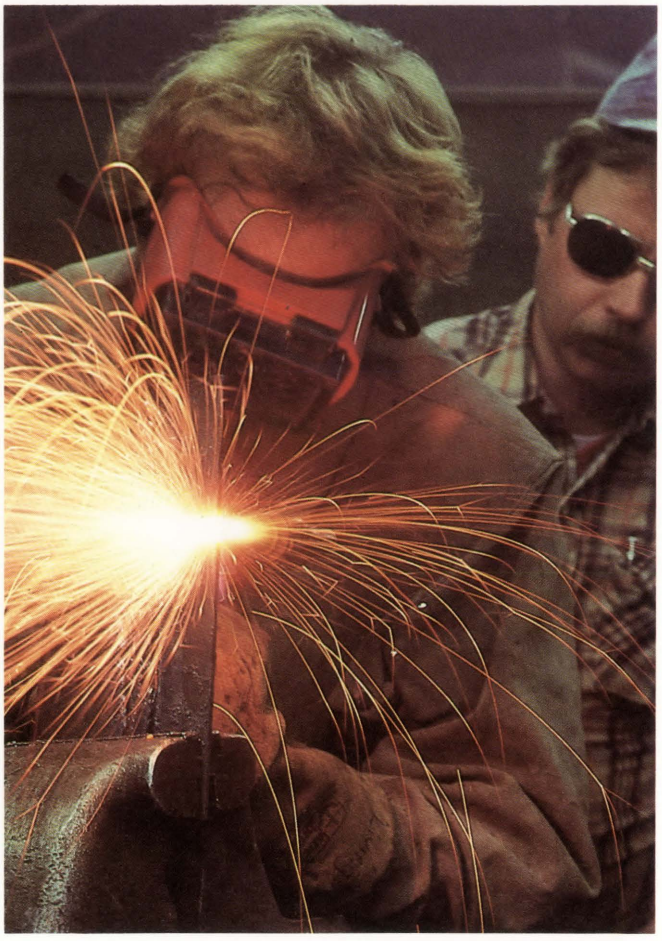


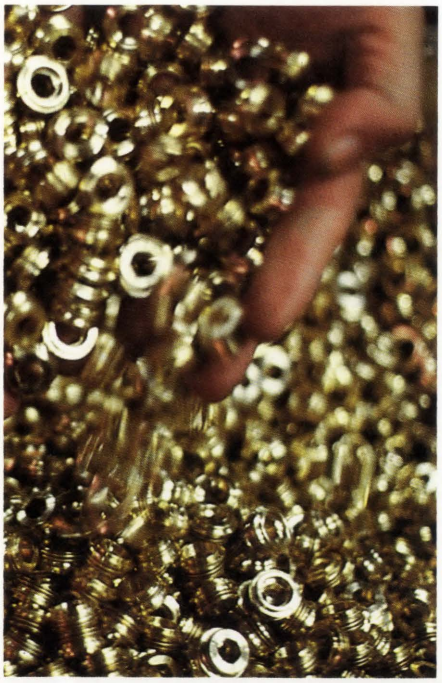
Section 1. Overview

IBM System/36 applications can help you find solutions

Probably the most critical part of your company's financial record keeping is accounting for business expenses. You need accurate figures to justify operating costs, taxes, and depreciation records. In addition, you must see that these expenses are properly distributed to reflect the financial status of your company accurately. This can often be a complex and time-consuming job.

Prudent spending primarily depends on your own good judgment. In turn, exercising good judgment depends on the quality and availability of current, accurate information about your vendors and the status of your accounts with them. You need to be sure that your bills are paid on time, taking maximum advantage of allowable discounts. And when you negotiate new orders with your vendors, you want to know the volume of business you have placed with them.

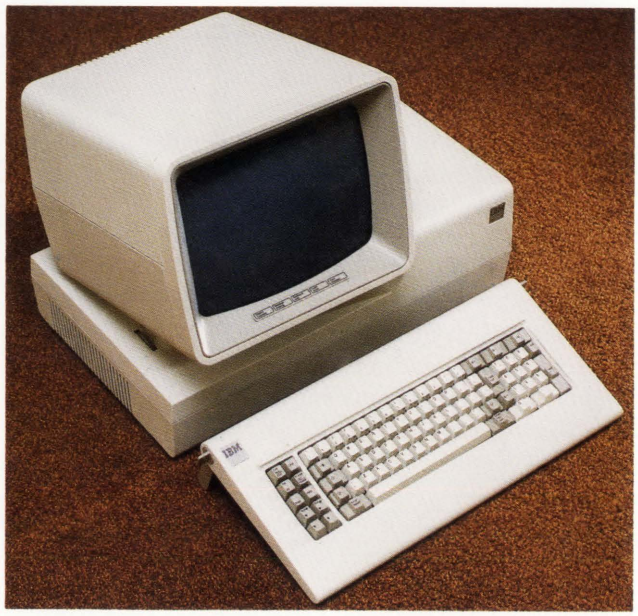
Payroll costs represent another major expense area of your business. You want to be sure that employees are paid fairly for their work, and that deduction amounts are accounted for correctly.



The correct calculation of federal, state, and local taxes is extremely important, especially when you must withhold amounts for multiple government agencies.

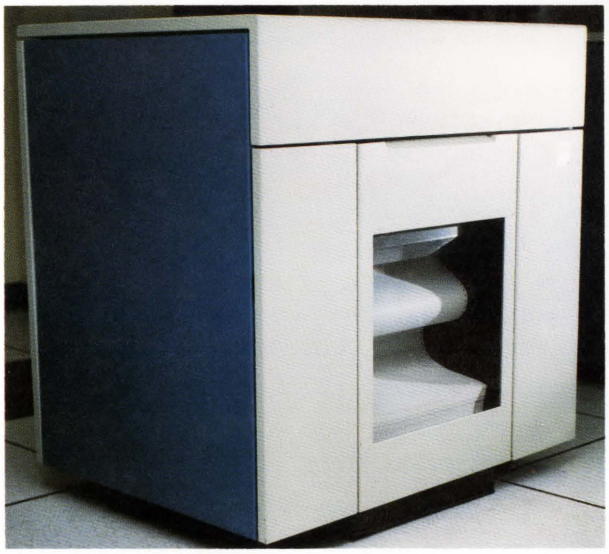
The final accounting of all expenses eventually takes place in your general ledger. If the funds are not distributed properly to their respective accounts, your income statement and balance sheet will not be accurate. Equally important is the need to provide clear, concise audit trails to substantiate your figures.

IBM's General Ledger, Accounts Payable, Payroll, Data Collection System Support, and Financial Analysis applications for the System/36 offer a practical approach to the financial record-keeping needs of your business. A complete set of application procedures, they use up-to-date accounting practices and management controls. You can fit them into your business environment as a MAPICS financial accounting system or with other MAPICS order processing or advanced manufacturing applications. You can use them whether you prefer a decentralized operation with work stations located in various departments, or a centralized operation where all work is concentrated in a single location.



System/36 components

The System/36 is made up of components you select and put together to meet your specific needs.



The **processing unit** can have 128K, 256K, 384K, 512K, 768K, or 1024K of main storage (K means 1024 characters). Disk storage is available in the following sizes:

29.1 million characters
60.0 million characters
90.8 million characters
121.7 million characters
198.5 million characters
398.7 million characters
598.9 million characters
799.1 million characters

A **magnetic tape unit** allows you to save data from disk as permanent offline storage for archiving or backup. It can also be used to restore data to the disk for online processing.

Display stations have a 1920-character monochrome or color display, an 83-key conventional keyboard with function control keys, and a 10-key numeric pad.

The **system printer** can be either a line printer that prints up to 650 lines per minute, or a serial printer that prints 40 characters per second to 560 lines per minute.

Work station printers are serial printers that print 40 characters per second to 560 lines per minute.

Diskettes can be one-sided (with capacity for either 246,272 or 303,104 characters) or two-sided (with capacity for either 985,088 or 1,212,416 characters).

Up to 36 display stations and work station printers can be directly connected to the 5360 system unit. Up to 22 display stations and work station printers can be connected to the 5362 system unit. One display station must be within 20 feet of the processing unit and designated as the system console.

A communications adapter allows remote attachment of up to 64 additional work stations. See "System requirements" in Section 3 for the minimum configuration required for the applications discussed in this book.

System/36 program products and applications

The System/36 hardware components plus IBM-supplied programming equal a total solution.

System/36 Program Products that include:

- The System Support Program (SSP) program product that controls and monitors the internal activities of the System/36 and allows multiple jobs to operate concurrently

System/36 applications that consist of:

- Files that contain your business information
- Programs that process the data you enter and print reports
- File maintenance procedures to help you keep the data in your files current and accurate
- Inquiry procedures that let you display your current business information

The work station approach

In a work station system, the emphasis is on accuracy of input data, availability of up-to-the-minute information, and the ability to inquire into data within the system.

When you use any of the applications described in this manual, you can use work stations to enter data, to display information, and to begin a job—three important data processing functions.

Data input at the source

With work stations, the person who uses the information can enter the data directly into the computer. Display screens guide the operator through data entry for each item of information, displaying the results of processing for verification. The system edits the data for errors and displays error messages on the screen.

Errors can be corrected as they are discovered, by the people most qualified to correct them—the users themselves.

Up-to-the-minute information in the files

In a multiple work station system where the files are kept current, information is available to be displayed as needed. Information need not be manually transferred between departments because the most current information is available in the system, where everyone can use it.

Inquiry into the data system

Inquiries can be made into the system for such items as payroll or fixed asset data. Since these inquiries need not occur from the display station where the information was originally entered, an executive who has his own display station can inquire into the information stored in the System/36 without leaving his office.

Processing methods

The System/36 uses interactive processing, batch processing, or a combination of both to process your information.

Interactive Processing

When the System/36 processes transactions or records as the operator enters data, it is operating in ***interactive*** mode. Each transaction is processed individually. The system processes the data and returns the results rapidly to the operator at the work station.

The interactive mode is used when data requires immediate processing. Examples of interactive processing are:

- Data entry and edit
- File maintenance
- Inquiries

Batch Processing

When the System/36 processes transactions or records together as a group, it is operating in ***batch*** mode. Batch processing is usually more efficient for data that does not require immediate processing and for printing reports.

Using the batch processing method, applications described in this manual can accept input data entered through a keyboard at a display station, data entered from diskettes prepared on an offline diskette entry system, or data collected by the IBM 5230 Data Collection System.

Examples of batch processing are:

- Updating master files with transaction data
- Printing payroll checks
- Printing financial statements

Multiprogramming

In the System/36, more than one program can run at the same time. This is called ***multiprogramming.*** Because of multiprogramming the System/36 can support multiple work stations operating concurrently on different jobs.

With this feature, multiple programs share the System/36. For example, while one program waits for an input or output operation to be completed, another program can be executing instructions. As a result, the computer is used more efficiently and the total work load is completed faster than if the programs were executed one following the other.

Spooling

A facility that can increase the System/36's operating efficiency is spooling of print data. Data to be printed is stored (spooled) on internal disk and printed later. This allows you to run two or more programs at the same time that generate printed output, because the output is stored on disk and is printed later.

Your system console operator controls spooling operations through System/36 operating commands.

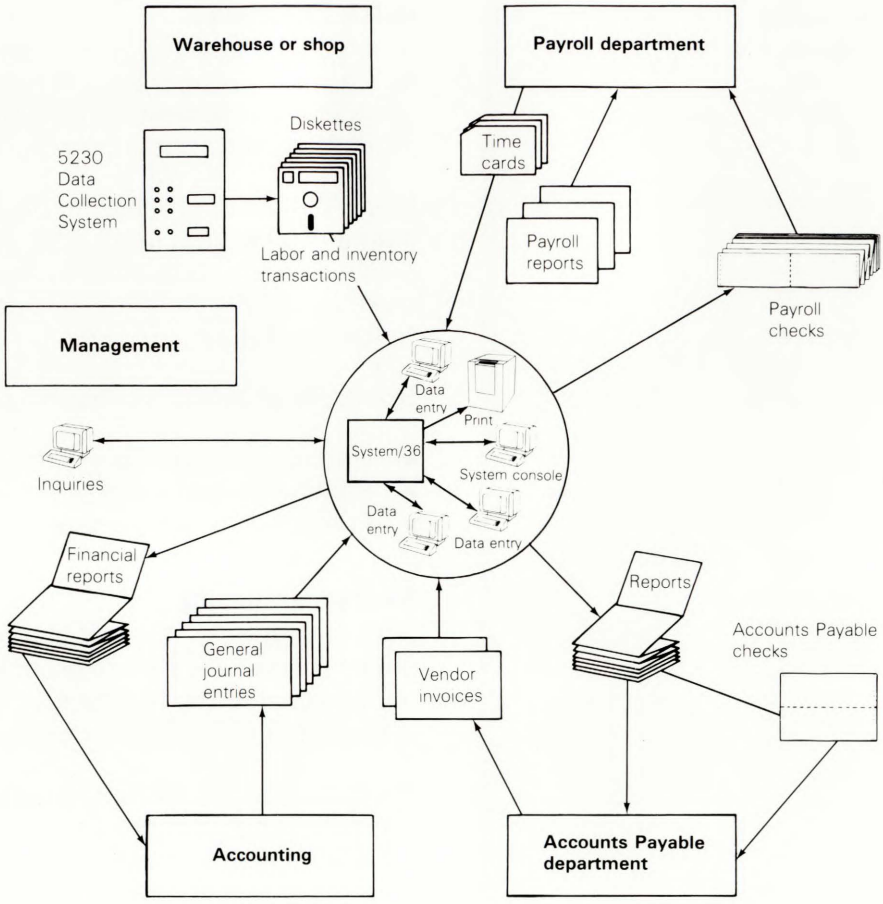
Note: For more information on any of these processing methods, see ***Presenting the IBM System/36,*** GA21-4773.

Centralized environment

In a centralized environment, all System/36 equipment and operators are in one location. All input to the system is submitted to the central processing area and the results are delivered back to the submitting departments.

Advantages of this type of environment are:

- Control and scheduling of data processing activities is easier
- Only the people in the central processing area need to know how to operate the System/36 and its work stations

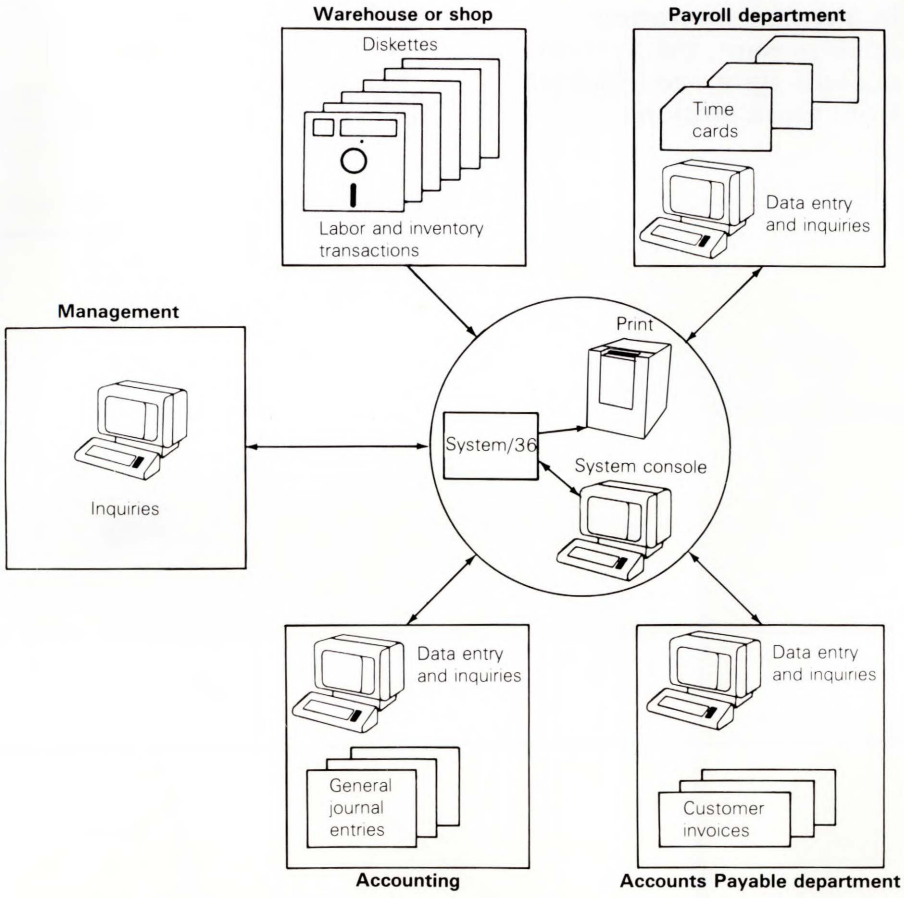


Decentralized work station environment

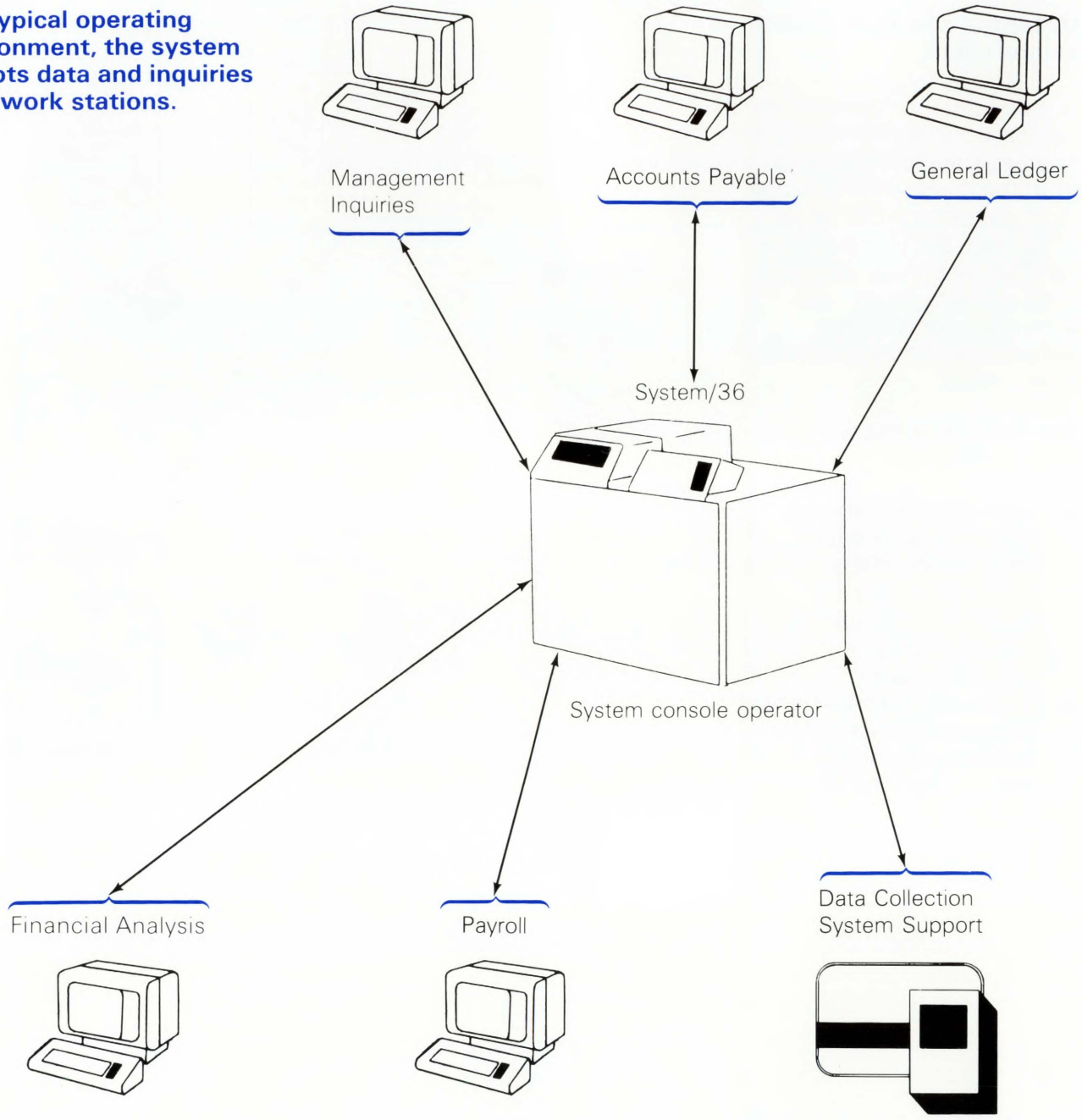
In a decentralized environment, one or more work stations and operators are located away from the main system. Local work stations can be as far away from the processing unit as 5000 feet. Also, remote work stations could communicate with the processing unit from anywhere in the world.

Advantages of this type of environment are:

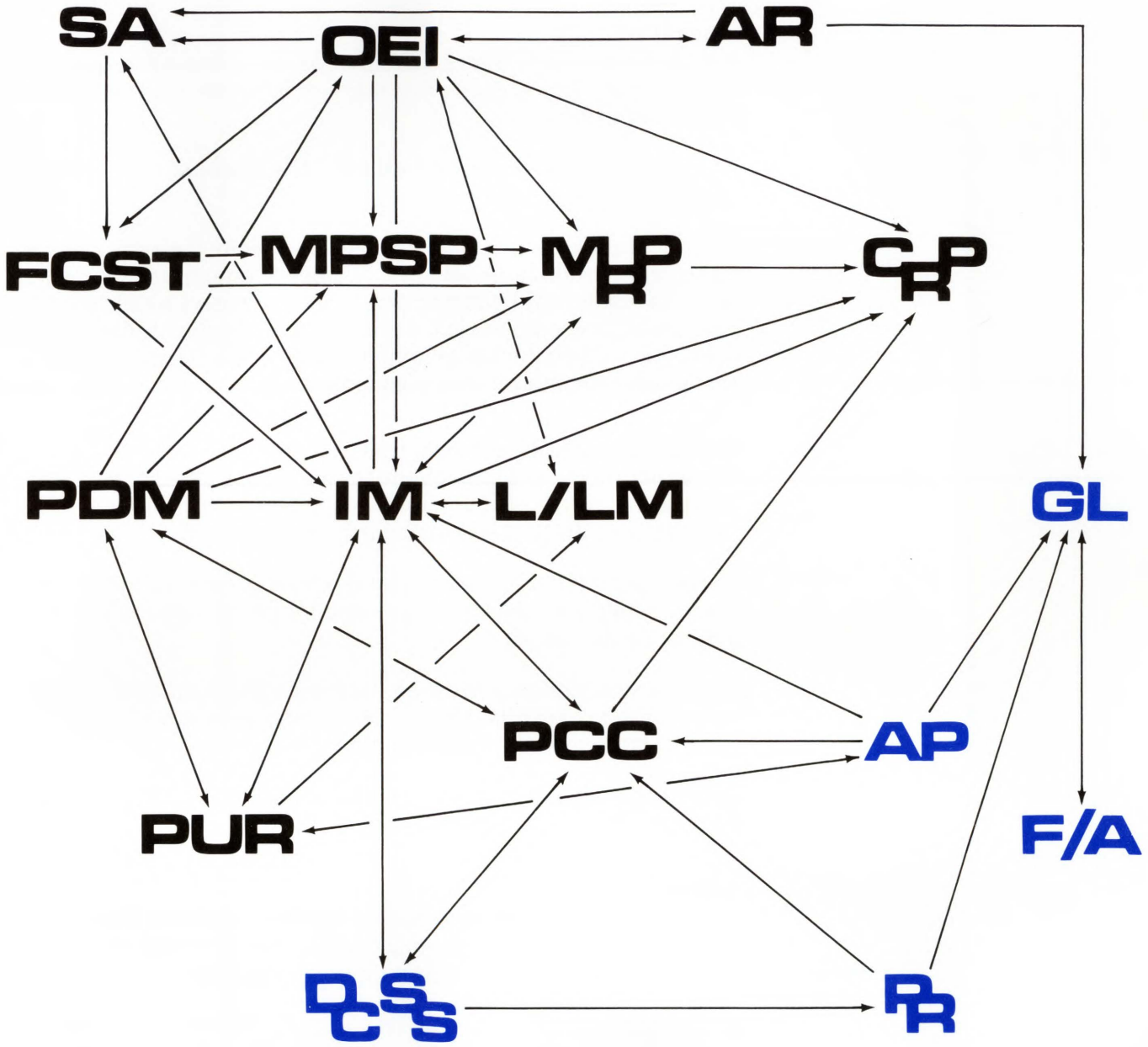
- Processing is generally faster because each department enters information into the System/36 instead of forwarding it to a centralized area
- Errors are reduced because the people most familiar with the information enter it into the System/36



In a typical operating environment, the system accepts data and inquiries from work stations.



The system then coordinates the flow of information from one application to another.



Built-in control features

The System/36 and its applications have many built-in features that help you control both the accuracy of the information stored in the System/36 and the access people have to it.

General controls

A program monitors the sequence of certain procedures used by the operator. This ensures that these procedures are executed in the proper order.

All transactions are edited for validity. The operator must correct errors before files can be updated.

Through a set of tailoring questions, you specify the sizes of your master files (number of vendors, number of employees, and so on). If a master file becomes nearly full (because you add new vendors or new employees), the application displays a message to notify you. You can then enlarge the master file by giving new answers to the appropriate questions.

Accounting controls and audit trails

The applications generate control totals for each batch of information and show them on the display screen. The operator can compare these totals to manually-derived totals.

As the batch of data is processed by the applications, the same control totals are derived at each step for comparing back to the original control totals.

After the application is installed, financial data in the files cannot be accessed or modified by the file maintenance programs without proper security authorization.

Only valid transaction entries that leave balanced audit trails can be used. Thus, your financial data is secure.

System security

Because work stations increase the number of people that have access to your system, you may want to restrict access to your information. You can do this in the following ways:

- Order a keylock feature on your display stations. This allows you to lock a display station so that no one can use it without a key.
- Use the SSP-provided password security system which restricts access to display stations.
- Use the password security system that is provided with the application. This system restricts access to certain procedures and functions within an application.

Save and restore procedures

To help protect your installation against many of the accounting as well as system and power failures that can occur in even the most carefully managed operation, a set of programs and procedures is provided to assist you. These procedures, implemented at your option, include:

- Periodically saving your master files on diskette or tape
- Retaining all transactions on disk between saves of master files

Should you encounter system problems, such as a power failure, there is a procedure that analyzes the status of your system to determine whether you can safely restart any programs that were being run when the problem occurred. If restart cannot take place, the system tells the operator what steps to take.

Should you need to reprocess transactions, you can load the master files that you saved and reprocess the transactions without rekeying them.

General Ledger

This application combines transactions affecting the financial status of your company during each accounting period. The transactions can be entered directly by an operator as General Journal entries anytime during the course of the period, or they can be entered automatically from the Accounts Payable, Financial Analysis, Payroll, and Accounts Receivable applications.

After all entries have been made for an accounting period, the Trial Balance and Financial Statement Worksheet help you make certain that the data is in balance before you proceed to the closing. These reports also help in generating any necessary closing entries.

After the closing entries have been made, the actual closing is performed. A Statement of Income and a Balance Sheet are standard reports that show your current financial data as compared to either budget or historical information. You define the format of these reports.

Features

- Display station data entry with immediate editing for errors.
- Reporting and updating by company for up to 20 companies.
- Automatically accepts transactions from the Accounts Payable, Payroll, Financial Analysis, and Accounts Receivable applications, if they are installed.
- Accumulating journal history online with the ability to archive to diskette or tape.
- Reporting from an inquiry into journal history.
- For each company, prints the Balance Sheet and Statement of Income in that company's own format.
- Double-entry accounting throughout.
- Statement of Income compares this year to last year or to budget.
- Statement of Income for next year prior to closing current year.
- Balance Sheet compares this year to last year.
- Journal reference numbering system provides clear audit trails for all transactions from source of entry to period-end closing.
- Accounting year established by each company's choice of first fiscal month or period.
- Account balances stored for 12 accounting months or 13 accounting periods.
- Recurring journal entries can be retained on diskette and entered into the system each period.
- Multiple financial statement formats can be created for each company. This allows departmental and company financial statements.
- Multiple financial statement formats can be created which combine companies for financial statements.

- Offline diskette data entry.
- Create new chart of accounts by copying from existing companies.

Major reports

The **General Journal Proof** lists transactions entered for a company and period. It is the final check to verify balancing and that all transactions are correct.

The **General Journal** shows all miscellaneous general ledger transactions not entered through any other application. It lists all general journal transactions being posted to the General Ledger files.

The **General Ledger Monthly Audit Listing** helps you examine out-of-balance or other questionable conditions on the Financial Statement Worksheet. Normally, this audit listing is not printed unless you need to investigate potential errors. This audit listing shows all general ledger transactions entered during the month in journal reference number sequence.

The **Financial Statement Worksheet** is the first step in the general ledger period close cycle. Each general ledger account is listed, and its balance printed. The worksheet, an accountant's working paper, is used to prevent errors in preparing management reports.

The **Monthly General Ledger Trial Balance** shows all detailed transactions in general ledger account number sequence for the period. Included are account balances and entries distributing the net profit (loss). Because it is the official accounting document, it is retained for the year-end audit. It is an important document in the audit trail. The journal reference number identifies each transaction by its book of original entry.

The **Comparative General Ledger Listing** prints one line per general ledger account, summarizes the transactions for the month, and prints the month and year-to-date balances. If you use comparative reporting, this information is also printed on this listing. Budgeted monthly totals and budgeted year-to-date totals are printed to provide a comparison with actuals. This provides an important cash-management yardstick. The previous year-to-date totals can also be printed to compare with the current year-to-date totals.

The **Statement of Income** shows income, expenses and the net income (loss) for the fiscal period. It is prepared from information summarized on the Financial Statement Worksheet, and the net income (loss) is entered as a general journal transaction. The Statement of Income is prepared in the format you specify. It can be prepared as a comparative statement comparing this period's figures either to budgeted figures or to last year's figures for the same period. This comparison provides meaningful information in measuring the progress of your company.

The **Balance Sheet** can be printed monthly, quarterly, annually, or on demand. It lists all assets, liabilities, and capital as of a specific date. Printed according to the format you specify, the Balance Sheet can be used to compare current figures to last year's figures. This gives an added perspective to the Balance Sheet and allows you and your financial advisors to draw meaningful conclusions.

The **Fiscal Year-End Audit Listing** lets you compare account totals and report totals with totals for any included periods. This information helps you answer questions regarding account balances before you produce year-end financial statements.

The **Journal History Report** lists all transactions for a company or a range of companies; an account or a range of accounts; or for a date or a range of dates. This information can be printed or displayed on demand and can also be archived to diskette or tape.

Accounts Payable

This application handles Open Payables and Cash Disbursements on either an accrual or a cash basis. Invoices and credit memos can contain multiple detail lines, each of which can be distributed by general ledger account number, and item number. Entries can be for regular or one-time vendors and can be open or prepaid. Credit memos can be entered manually by work station operators or initiated automatically based on a previously-entered invoice. Discounts can be a specified amount or a percent of the gross amount.

A Purchase Journal provides an audit trail for cost transactions being entered into the general ledger system and into the open payables file. An Open Payables Report can be printed in due date or vendor sequence. This turnaround document provides space to indicate which invoices are to be selected for payment. Invoices can be placed in hold status to prevent inadvertent payment of questionable invoices.

A Cash Requirements Report helps the controller ensure that sufficient funds are available and that proper invoices were selected before beginning the check-writing procedure. The Cash Disbursements Journal provides an audit trail for transactions being entered into the General Ledger application and acts as the Check Register. Check writing and reconciliation are also provided.

A Vendor Analysis Report indicates key business volumes and discounts lost and taken for previous year and current year.

Features

- Display station data entry with immediate editing for errors.
- Reporting and updating by company for up to 20 companies.
- Accepts prepaid invoices, miscellaneous invoices, and invoices and credit memos with multiple detail lines.
- Reports open payables by due date and by vendor sequences for selection of payments.
- Selection for payment can be done by any or all of the following:
  - Individual invoice
  - Due date
  - Vendor number
  - Using a display station to read the Open Payables file invoice by invoice and interactively selecting items for payment. This is called "payment selection by paging."
- Prints a Cash Requirements Report, listing items selected for payment. These items can be reviewed and paid in full, partially paid, or bypassed. Questionable items can be placed in a hold status.

- Warns against exceeding a maximum check amount which you specify.
- Writes checks and includes a standard check format with a remittance advice stub.
- Reconciles canceled checks.
- Prints a Vendor Analysis Report to indicate dollar volumes.
- Uses either accrual or cash accounting.
- Inquiry into the Open Payables file to see total payables due on specified due dates or for a specific invoice or vendor.
- Recurring expenses can be retained on diskette and entered into the system when desired.
- Automatically transfers data to the General Ledger or to the following MAPICS applications, if they are installed:
  - Transfers outside operations transactions to Production Control and Costing.
  - Transfers miscellaneous charge transactions to Production Control and Costing.
  - Transfers cost adjustment transactions to Inventory Management.
  - Receives invoice information from the Purchasing application.
  - Accepts entry of invoice line items for nonemployee compensation and prints federal 1099 forms at the end of the year.
  - Offline diskette data entry

Major reports

The **Purchase Journal** is printed if you are on an accrual accounting basis. It details all purchase distributions being transferred to General Ledger and credits the accounts payable general ledger number with the total of the purchases. It is at this time that the application actually adds the invoices and credit memos to the open payables file.

The **Open Payables Listing by Due Date** shows invoices in chronological sequence by due date. Payment selection cues, located to the right of each invoice line, can be used as a checkoff list by the person who reviews the list. The report can be prepared with all open payables included or with current payables only. The application assumes that any invoice past due or due within the next 30 days is current.

The **Open Payables Listing by Vendor** lists invoices in sequence by vendor. You can use the listing to determine invoices to be paid.

The **Cash Requirements Report,** printed after invoices are selected for payment, tells how much is needed to cover the checks. You can make notations directly on the report for any changes or negotiations of specific invoices.

The **Cash Disbursements Journal** indicates each invoice being paid and invoices that have been prepaid. If General Ledger is installed, disbursement records are transferred to General Ledger. Normally, these entries are debits to accounts payable general ledger accounts and credits to the cash-in-bank general ledger account. If discounts are being taken, credits are made to the discount general ledger account.

Accounts Payable Checks are printed and a record is added to a check reconciliation file to aid in balancing the bank statement. As each check is printed, a statement of remittance is also prepared that lists all invoices paid by this check. If the number of invoices being paid exceeds the number that can be printed on one remittance advice stub, the excess invoices are stored for later printing on a continuous-form remittance advice stub. This means that checks do not have to be voided by the system when more invoices are being paid than can fit on the remittance advice stub attached to the check.

The **Temporary General Ledger Listing** shows distribution by general ledger account number. It is printed if the General Ledger application is not installed. If General Ledger is installed, these distributions are printed through that application rather than Accounts Payable.

The **Check Reconciliation Register** aids the operator in reconciling checks and determining whether all entries are correct. This register is the permanent accounting document listing the current status of all checks.

The **Vendor Analysis Report** lists, for each vendor, the total dollar purchases, discounts taken and discounts lost this year as compared to last year.

The **Aged Open Payables Report** shows the open payables due on each of five aging dates that you supply. The report can show each invoice with totals by vendor, or it can show the vendor totals only.

The **Federal 1099 Miscellaneous forms** print for vendors who were paid nonemployee compensation during the past calendar year.

Payroll

This hourly/salaried/executive payroll provides for regular, overtime, premium, vacation, and sick pay. It can be run weekly, biweekly, semi-monthly, or monthly. Hours can be entered daily or by pay period. Time worked can be balanced to attendance daily or weekly. Exception hours supported include time-and-a-half, double-time, double-time-and-a-half, and triple-time. Shift differential is provided for second and third shift. Rates can be selected from the Employee Master Record or typed in by a display station operator.

The Payroll application handles taxable and nontaxable adjustments, pay advances, and employer-paid union benefits (taxable and nontaxable). After the gross earnings are calculated, deductions are automatically taken to reach net pay. In addition to calculating federal and FICA taxes, a standard tax algorithm calculates most state taxes based on data you provide. Local taxes may also fit the standard tax algorithm. Miscellaneous deductions can be taken by percent, fixed amount, upper limit, or a periodic cycle. Union deductions can be taken by percent, hourly rate, or fixed amount.

The application also handles payoffs (hand-written paychecks) and reversals (paychecks never cashed). After the payroll register and checks are printed, analysis reports can be produced.

Features

- Work station data entry with immediate editing for errors.
- Reporting and updating by company for up to 20 companies.
- Automatically passes data to the General Ledger application and the Production Control and Costing application, if they are installed.
- Automatically accepts data from the Data Collection System Support application, if it is installed.
- Processes hourly, salaried, weekly, bi-weekly, semi-monthly, and monthly pay.
- Processes regular hours, time-and-a-half hours, double-time hours, double-time-and-a-half hours, triple-time hours, and negative hours (for correction).
- Processes individual rates, special rates, shift differentials, taxable adjustments, and nontaxable adjustments.
- Takes care of miscellaneous deductions, whether they are fixed amounts, based on hourly rates, or percentages, while recognizing upper limits. They can be scheduled as one-time or automatic; every week, every two weeks, once a month, or twice a month.
- Handles payoffs (hand-written paychecks) for terminated employees.
- Calculates union deductions and can report them by union.

- Lets you balance attendance time to hours actually worked.
- Calculates and reports statutory deductions such as Federal Income Tax and FICA. Also handles most state, county, and local taxes (including state disability insurance) from tables you supply.
- Writes checks and includes a standard check format with an earnings statement stub. Also reconciles canceled checks.
- Includes labor cost management reports reflecting costs by department and work center, or by shop order.
- Prints required government reports (941a and W-2 forms).
- Permits inquiry into the Payroll master file to display an employee's personnel data, year-to-date earnings, and tax data.
- Offline diskette data entry.

Major reports

The **Current Hours Proof,** which consolidates all hours entered by employee, is the first step in completing the payroll cycle and printing the paychecks. The hours worked by each employee are totaled and printed. This report is used to check and reconcile the payroll input prior to the calculation of the payroll.

The **Payroll Register** shows, by employee, the gross pay, all system calculated taxes, miscellaneous and union deductions, and net pay. This one document allows many payroll questions to be answered easily.

The **Payroll Check and Earnings Statement** contains all pertinent information about the employee's pay.

The **Vacation/Holiday/Sick Hours Register** lists all vacation and sick hours in employee sequence, including hours taken this period and year-to-date.

The **Year-To-Date/Quarter-To-Date Earnings Register** lists both active and inactive employees for this payroll period. The register prints total year-to-date gross amounts and amounts subject to federal and FICA taxes.

The **State and Local Register** identifies tax withholdings for each employee for the year, quarter, and pay period.

The **Employee Deduction Register** lists all deductions for each employee. Detailed on the report are all deductions taken for this payroll period and deductions that were not taken because they would have caused net pay to go negative. One-time miscellaneous deductions are also printed on the report.

The **Union Consolidation Register** shows all deductions pertaining to each employee in each union. Each deduction is classified as employee-paid (taxable) or employer-paid (taxable or nontaxable).

The **Labor Distribution Register** shows the labor distribution broken down by department and work center number and the general ledger account to which the labor is applied.

The **Shop Order Distribution Register** is similar to the Labor Distribution Register but is in shop order and operation number sequence.

The **Workmen's Compensation Worksheet** can be used to calculate manually the workmen's compensation premium.

The **Payroll Distribution Journal** shows distribution by general ledger account number. If the General Ledger application is installed, information is transferred to General Ledger for affected accounts. If General Ledger is not installed, a Payroll Distribution Journal is produced to aid you in making proper general journal entries manually.

The monthly **Local Union Report** consolidates the weekly transactions for each union. Each employee is listed who had deductions for that union.

The **Check Reconciliation Register** aids the operator in reconciling checks and determining whether all entries are correct. This register is the permanent accounting document listing the current status of all checks.

The federal and state **941a's** are printed using government preprinted forms.

The **W-2's** are printed for federal, state, county, and municipal taxes, using federal government preprinted forms.

Data Collection System Support

Because you want to ship your products on time, as well as keep costs down, you must control labor and material cost reporting. This can prove difficult for various reasons—for example, large volumes of paperwork slow you down. Or you receive information days ahead of when you need it. Or you don't receive it until weeks after you wanted it. What is the answer? A data collection system, dedicated to doing specialized tasks.

The IBM 5230 Data Collection System, used with IBM System/36 Data Collection System Support, is such a system. Together, they provide a simple and convenient way for an employee to enter data at the ***place*** and ***time*** of an action. This data is used to update your inventory, payroll, and production control files.

The IBM 5230 Data Collection System is made up of two parts—entry stations and a controller. The entry stations are located as near as possible to the place where the data is collected. The data is entered into the IBM 5230 system in three ways:

- By badge
- By card
- By numeric keys

Your employees can quickly report inventory information, the current status of jobs, and the current location of material to a central location from a number of points in the warehouse or on the plant floor. The records generated by the IBM 5230 Data Collection System are written to diskette. The diskettes are read into the System/36, where the data is processed by the Data Collection System Support application. The data is edited and split into categories—labor data, shop order data, and inventory data—and elapsed time is calculated. This information is then used as input to IBM's MAPICS applications or your own application programs, such as inventory, payroll, job reporting, and job costing.

As an alternative, System/36 Data Collection System Support can be used on a stand alone basis without the 5230 Data Collection System. In this environment, plant and warehouse personnel manually record their actions, which are later entered at a System/36 display station. The Data Collection System Support application processes these records as if they had come from the IBM 5230 Data Collection System.

Note: System/36 Data Collection System Support is programmed to use the data on shop packets created by the Production Control and Costing application. It is also programmed to reformat data for input to the MAPICS Production Control and Costing application. You may need to make minor programming changes to match the reformatted data with the formats of your application programs, should they differ from MAPICS.

Features

- Reporting and updating by company for up to 20 companies.
- Warehouse and shop transactions that you define for your company.
- Disk turnaround records that map turnaround numbers to production jobs for activity reporting.
- Elapsed-time calculations for labor transactions.
- Data entry from the IBM 5230 Data Collection System or directly through a display station.
- Data reformatted to pass to inventory, payroll, and production control applications.

Reports

The **Labor Exception Report** shows all labor actions that have errors, so that they may be corrected.

The **Labor Corrections Audit Report** shows all labor actions that have been added, deleted, or updated.

The **Labor Report** shows, by foreman, each employee's labor records with time-and-attendance, break, and job information.

Financial Analysis

This application is designed to complement the financial offerings of the MAPICS family. You must install General Ledger before Financial Analysis can be used. Financial Analysis provides additional features, extending MAPICS from an accounting record keeping system to a financial reporting and analysis system. It receives much of its information from General Ledger and passes budget amounts and journal entries back to General Ledger.

Features

Financial Analysis contains five independent features:

- Automatic Journal Entries
- Budget Preparation
- Financial Ratios
- Fixed Asset Accounting
- Financial Statement Report Writer

Automatic Journal Entries

Automatic journal entries reduce the complex effort of creating period and recurring journal entries and distributing account balances. For example, you can set up automatic journal entries for accrual of income tax, interest payable, or allocation of overhead. The journal entries you create are passed to General Ledger as a batch.

- Uses operands and operations to determine how the journal entries are to be created. You specify the operands, operations, and the accounts to debit and credit.
- Uses frequency codes to group automatic journal entries together. You specify the time periods for easy retrieval.
- Uses one debit and one credit account or multiple distributions to create an automatic journal entry.
- Creates reversing entries for the next period.
- Calculates and reviews journal entries before the transactions are passed to General Ledger.

Budget Preparation

The Budget Preparation feature helps you to prepare the annual budget. You perform this task repeatedly. It allows you to review and revise the new budget as many times as necessary without affecting the current budget values.

- Creates the accounts to be budgeted based on the budget accounts in General Ledger.
- Uses budget factors to specify how new budget amounts are determined.
- Accommodates global additions or replacements of budget factors.

- Allows you to create multiple budget plans. These plans can support many budget versions for this year and/or different budgets for several years.
- Allows you to create budget plans for an entire year or any part of a year.
- Allows you to approve budget plans by period.
- Allows the new budget, when fully approved, to be posted to the budget records in General Ledger.

Financial Ratios

The Financial Ratios feature can calculate, by company, 23 year-to-date ratios through the current period and five prior periods. This allows you to use the calculations for trend analysis.

- Associates the general ledger account numbers with ratio variable codes.
- Compares actual company ratios to industry averages you previously entered.
- Optionally calculates ratios for the previous year.

Fixed Asset Accounting

The Fixed Asset Accounting feature calculates asset depreciation for each of your assets. Accurate information is maintained on all fixed assets from the time they are acquired until they are retired.

- Supports a book schedule for internal reporting.
- Creates depreciation journal entries and prints the Depreciation Journal for all assets on a book schedule. It passes the journal entries to General Ledger.
- Supports a tax schedule for federal tax reporting information.
- Allows you to specify an additional 24 schedules.
- Allows you to set up your own calendar for each schedule. You can specify the number of periods in a year and their beginning and ending dates.
- Supports 8 depreciation methods: Straight Line, Sum of the Years Digits, Double Declining Balance, Double Declining Balance Switched to Straight Line, 150% Declining Balance, 150% Declining Balance Switched to Straight Line, Accelerated Cost Recovery System (ACRS), and Alternate ACRS.
- Supports assets under the Class Life Asset Depreciation Range (ADR) election.
- Provides for the Section 179 expense deduction.
- Calculates the Investment Tax Credit (ITC) amount when the asset is acquired. Calculates the ITC recapture amount when the asset is retired.
- Allows you to simulate the retirement of an asset. This shows you the profit or loss that will result from the sale if you proceed with the retirement.

- Allows you to inquire into fixed asset descriptive and depreciation information.
- Reports fixed assets by their location.
- Prints various fixed asset reports on demand.

Financial Statement Report Writer

The Financial Statement Report Writer feature helps you to create additional financial reports not available in General Ledger. Use it to format balance sheets, income statements, sources and uses of funds, or any other report that uses General Ledger account balance information.

- You specify the information you want on the report in your own format.
- Allows you six titles per statement.
- Allows you 100 footnote lines per statement. The first four print on every page.
- Allows you 6 columns per statement. You specify the type of information you want to print in each of the columns by choosing from a list of 25 column codes.
- Supports heading and detail lines, and up to 9 levels of totals.
- Allows you to specify individual accounts or a range of accounts. If you specify a range of accounts, you can choose whether to print each balance on a separate line or the sum of the balances on one line.
- Allows you to control line spacing, skipping to a new page, underscoring, and dollar signs.
- Depending on the column code and account type, prints various signs to indicate other than normal balances.

Major reports

The **Automatic Journal Entry Calculation Report** shows all the information used to create and calculate automatic journal entries. The report shows all calculation amounts and any errors. A running total of debit and credit amounts is kept for the journal entries.

The **Budget Spread Sheet** shows you the proposed budget amounts for all accounts in a budget plan. The budget amount for each period is printed in a spread sheet form. The report lists the requested range of accounts in the budget plan in ascending sequence. You can get the report for the first half of your fiscal year, the second half, or both halves. Budget account totals print in the right most column. It prints account totals for the entire plan and totals for each period in the plan.

The **Budget Variance Report** shows comparisons between the proposed budget amounts, current budget amounts, and current actual amounts. The percentages of variance between the proposed budget and the current figures are also included.

The **Financial Ratio Report** helps you monitor your company's financial progress. It can list a total of 23 financial ratios per company for a selected period in the current year. You can print a comparison to 5 prior periods, to last year's ratios, and to the industry standards. This allows you to track your company's trends and see how your company compares to the entire industry.

The **Depreciation Journal** prints whenever depreciation is calculated for Schedule B (book) assets. It represents journal entries that are created and passed to General Ledger. Use it as an audit of the period depreciation for scheduled assets or the accrued depreciation for retired assets.

The **Fixed Asset Acquisitions Report** is available on demand to show you all the assets acquired in the requested year. It shows basic information about each asset plus depreciation information for each schedule to which the asset is assigned.

The **Fixed Assets by Activity Code Report** shows you, in summary form, the number of assets your company has in each of the five activity code groups: active, expensed, fully depreciated, non-depreciable, or retired. Capitalized value, accumulated depreciation, estimated salvage, and Investment Tax Credit (ITC) totals are also given.

The **Fixed Assets Investment Tax Credit Report** shows you all the assets for which an Investment Tax Credit was calculated. The report is available on demand and prints only assets on Schedule T (tax). It shows the type of asset, its recovery period, capitalized date and value, current year depreciation, and ITC amount and percent.

The **Retired Assets Report** is available on demand. It shows you the assets removed from active service this year. The retirement date and selling price are included on the report. For each schedule, the report prints: capitalized value, ITC recapture amount, if any, adjusted book value, and profit or loss. You can use it to help prepare your tax reports.

The **Report Writer Financial Statement** prints on demand in a format you create. You can create a format for your company balance sheet or income statement, and decide how account balance information received from General Ledger should appear on your reports.

General Ledger

GL

Accounts Payable

AP

Payroll

PR

Data Collection System Support

DCSS

Financial Analysis

F/A

Section 2. Detailed Information

General Ledger

Information flow

Figure 2-1 shows how information flows through the General Ledger application. The numbers in the following discussion refer to this figure.

General Ledger information is entered through the display station 1 or passed from the Accounts Payable, Payroll, Financial Analysis, or Accounts Receivable applications 2 (if they are installed). Appropriate journals 3 are produced by the application that passed the information to General Ledger.

When all transactions for a period have been entered, the period-end cycle is started. The Financial Statement Worksheet, General Ledger Monthly Audit Listing, General Ledger Monthly Trial Balance, and General Ledger Listing are printed and reviewed 4. Finally, the Statement of Changes in Financial Position Worksheet, Balance Sheet, and Income Statement are printed 5.

At year-end, the Year-End Initialization and Fiscal Year-End Audit Listing are also printed 6.

On demand, the Journal History report is printed 7.

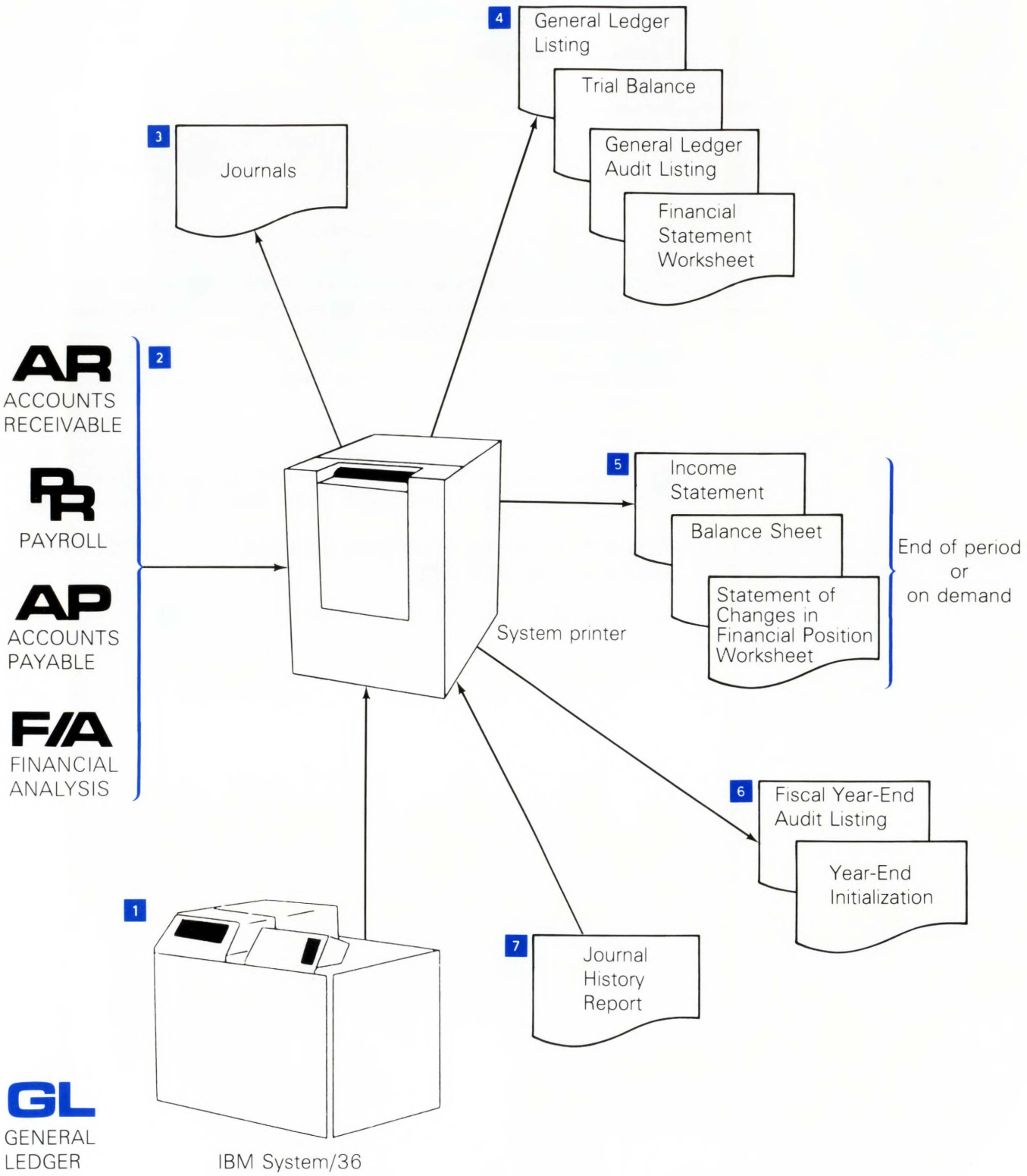


Figure 2-1. General Ledger information flow

Application functions

Online data entry and edit

An operator enters General Journal transactions into the application through a display station. Operator guidance is provided for each field. Each line is edited as it is entered to ensure accuracy. If any errors are found, the operator is notified immediately by error messages displayed at the bottom of the data entry screen. These messages tell the operator what the specific errors are. Only when the data is error-free is it accepted by the application.

Your own chart of accounts

You can specify your own chart of accounts or use a standard set supplied with the application. If you have multiple companies, you can have a different chart of accounts for each company.

Multiple companies

General Ledger supports up to 20 companies; information is retained in the system independently for each company. Period-end and year-end closing can be performed for selected companies. All reports contain company identification.

Automatic assignment of journal reference numbers

The system assigns a unique journal reference number to each transaction affecting the General Ledger, regardless of source. This provides a clear audit trail from source of entry to month-end closing.

Accepts transactions from other applications

If Accounts Payable, Payroll, Financial Analysis, or Accounts Receivable are installed, transactions in those applications that affect the General Ledger are automatically generated and passed to General Ledger. Each application prints the appropriate journal and assigns journal reference numbers.

Twelve-month or thirteen-period accounting cycle

You can select either a twelve-month or thirteen-period accounting cycle. The beginning month or period can vary by company.

Your own format for Balance Sheet and Income Statement

By using a set of formatting records, you can specify the format of the Balance Sheet and Income Statement. You determine such things as line descriptions, which accounts are totaled to represent each line, in which column totals should print, and so on.

Combined and departmentalized Income Statement and Balance Sheet

You can specify up to ten formats for each company, and you can also specify up to ten formats which combine companies. In this way, you can produce combined financial statements (consolidation is not performed).

You can also specify formats that include a portion of the accounts for a company, thereby producing a departmentalized income statement.

Comparative Income Statement to last year or budget, with percent of variance

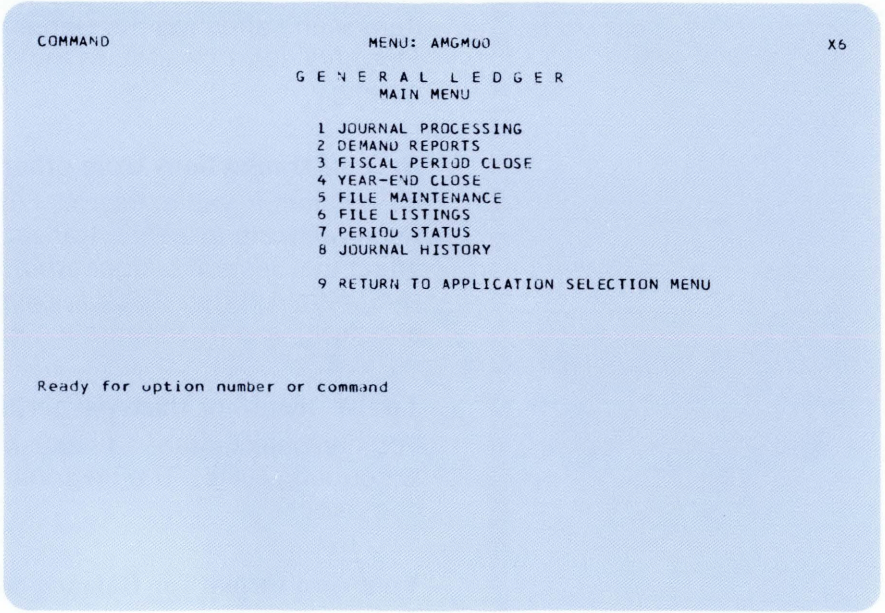
When you produce the Income Statement, you can print either last year's information or budget information for comparison to the current year's information. A percent of variance is calculated and printed for each line on the Income Statement.

Statement of Changes in Financial Position Worksheet

This report shows the net changes in all Balance Sheet accounts since the beginning of the current fiscal year. The changes are displayed as either sources or application of funds.

Operations

Operation of the General Ledger application begins with the General Ledger Main Menu screen. When the display station operator signs on and requests General Ledger, this is the first screen presented. Using this screen, the display station operator selects the job. When the job is completed, the operator returns to this screen to select the next operation.

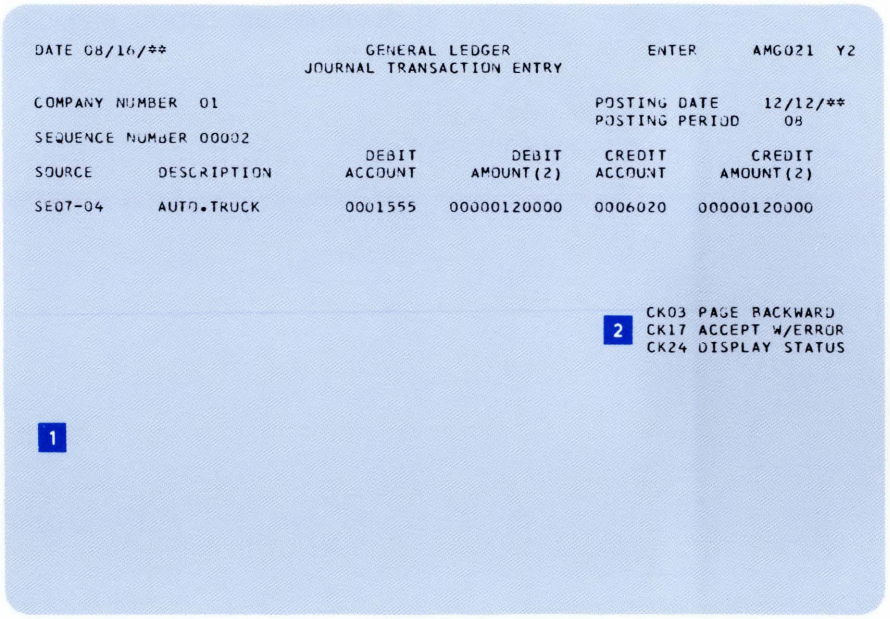


Entering General Ledger transactions

Each area of your company that needs to enter information into the General Ledger must collect the necessary source documents, such as vendor invoices, accounts receivable adjustments, and so on. The information is then transcribed from these original documents onto Journal Entry Forms. After reviewing the forms for accuracy and taking control totals, the originator gives the Journal Entry Forms to the display station operator. The operator enters these transactions into the application using the "Enter Journal Transactions" data entry screen. The application edits each line as it is entered to ensure that the General Ledger numbers are valid, and accumulates batch balancing totals.

1 Messages appear in the lower left of the display.

2 Command keys you can use to get to other displays appear on the lower right of the display.



As an alternative method, the operator can enter the transactions onto diskette with an offline diskette entry station. The diskette can then be read into the System/36.

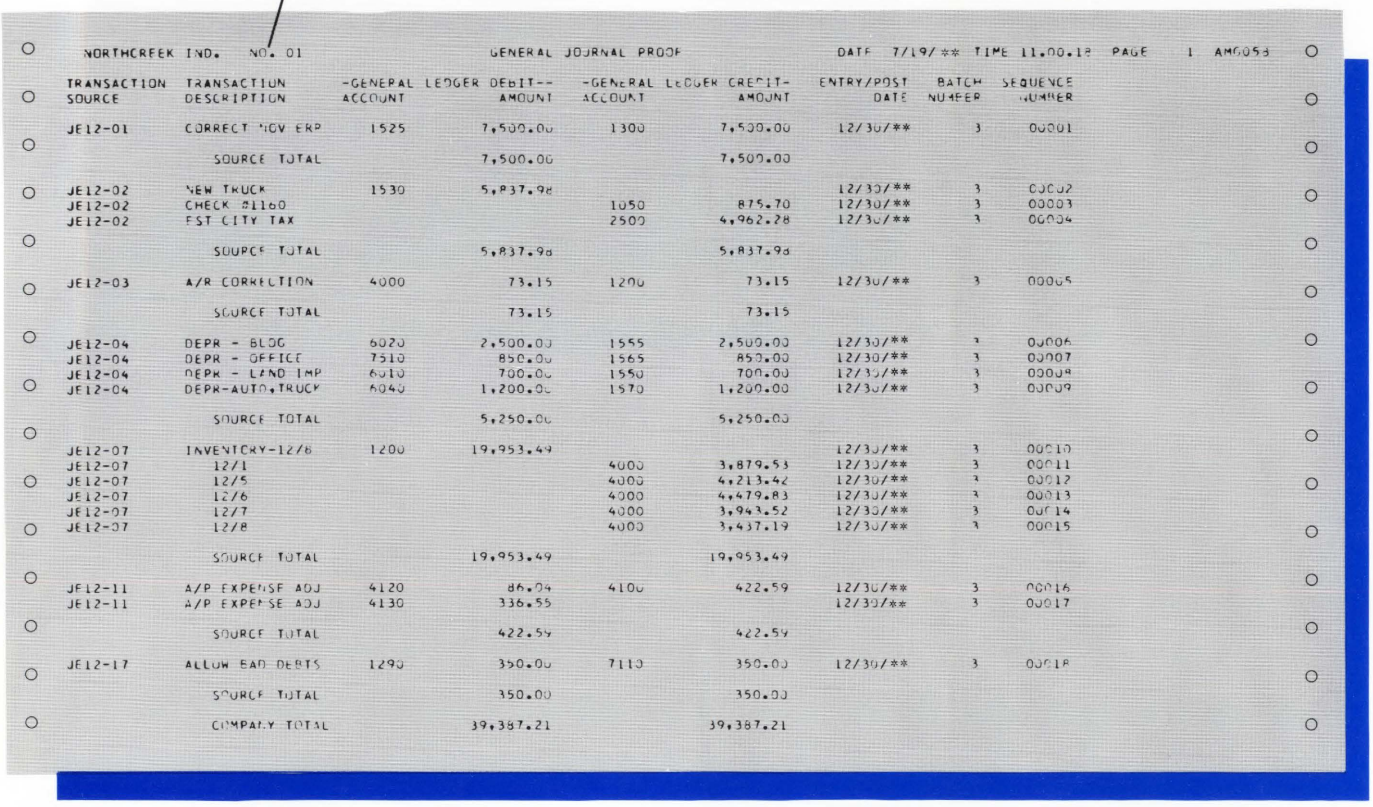
Printing the General Journal

After the operator has entered all transactions, the system prints the General Journal Proof.

This report serves as the final printed edit of the General Ledger transactions. You use it to verify that all entries in the batch are correct and in balance before the General Ledger permanent files are updated.

If all entries are correct and in balance, you can print the General Journal.

Company number 1 of a multicompany enterprise



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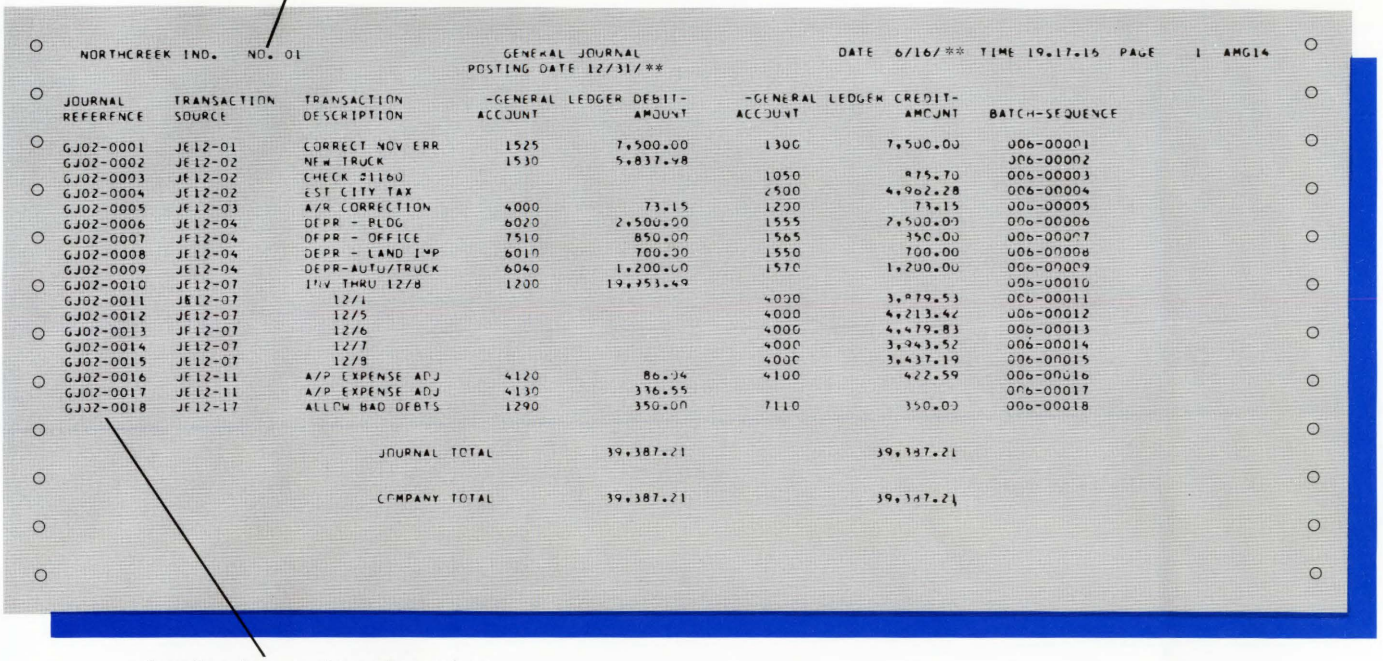
TRANSACTION SOURCE	TRANSACTION DESCRIPTION	-GENERAL LEDGER DEBIT-- ACCOUNT	AMOUNT	-GENERAL LEDGER CREDIT- ACCOUNT	AMOUNT	ENTRY/POST DATE	BATCH NUMBER	SEQUENCE NUMBER
JE12-01	CORRECT INCV ERR	1525	7,500.00	1300	7,500.00	12/30/**	3	00001
	SOURCE TOTAL		7,500.00		7,500.00			
JE12-02	NEW TRUCK	1530	5,837.98			12/30/**	3	00002
JE12-02	CHECK #1160			1050	875.70	12/30/**	3	00003
JE12-02	EST CITY TAX			2500	4,962.28	12/30/**	3	00004
	SOURCE TOTAL		5,837.98		5,837.98			
JE12-03	A/R CORRECTION	4000	73.15	1200	73.15	12/30/**	3	00005
	SOURCE TOTAL		73.15		73.15			
JE12-04	DEPR - BLDG	6020	2,500.00	1555	2,500.00	12/30/**	3	00006
JE12-04	DEPR - OFFICE	7510	850.00	1565	850.00	12/30/**	3	00007
JE12-04	DEPR - LAND IMP	6010	700.00	1550	700.00	12/30/**	3	00008
JE12-04	DEPR-AUTO,TRUCK	6040	1,200.00	1570	1,200.00	12/30/**	3	00009
	SOURCE TOTAL		5,250.00		5,250.00			
JE12-07	INVENTORY-12/8	1200	19,953.49			12/30/**	3	00010
JE12-07	12/1			4000	3,879.53	12/30/**	3	00011
JE12-07	12/5			4000	4,213.42	12/30/**	3	00012
JE12-07	12/6			4000	4,479.83	12/30/**	3	00013
JE12-07	12/7			4000	3,943.52	12/30/**	3	00014
JE12-07	12/8			4000	3,437.19	12/30/**	3	00015
	SOURCE TOTAL		19,953.49		19,953.49			
JE12-11	A/P EXPENSE ADJ	4120	86.04	4100	422.59	12/30/**	3	00016
JE12-11	A/P EXPENSE ADJ	4130	336.55			12/30/**	3	00017
	SOURCE TOTAL		422.59		422.59			
JE12-17	ALLOW BAD DEBTS	1290	350.00	7110	350.00	12/30/**	3	00018
	SOURCE TOTAL		350.00		350.00			
	COMPANY TOTAL		39,387.21		39,387.21			

Several batches of transactions can be combined to produce the General Journal. At this point, the system adds the transactions to the General Ledger Transaction file. This is called "journalizing." Accounts Payable, Payroll, Financial Analysis, and Accounts Receivable applications each print their own journals for entries they pass to General Ledger.

Company number 1 of a multicompany enterprise



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JOURNAL REFERENCE	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	-GENERAL LEDGER DEBIT- ACCOUNT	AMOUNT	-GENERAL LEDGER CREDIT- ACCOUNT	AMOUNT	BATCH-SEQUENCE
GJ02-0001	JE12-01	CORRECT NOV ERR	1525	7,500.00	1300	7,500.00	006-00001
GJ02-0002	JE12-02	NEW TRUCK	1530	5,837.48			006-00002
GJ02-0003	JE12-02	CHECK #1160			1050	875.70	006-00003
GJ02-0004	JE12-02	EST CITY TAX			2500	4,962.28	006-00004
GJ02-0005	JE12-03	A/R CORRECTION	4000	73.15	1200	73.15	006-00005
GJ02-0006	JE12-04	DEPR - BLDG	6020	2,500.00	1555	2,500.00	006-00006
GJ02-0007	JE12-04	DEPR - OFFICE	7510	850.00	1565	350.00	006-00007
GJ02-0008	JE12-04	DEPR - LAND IMP	6010	700.00	1550	700.00	006-00008
GJ02-0009	JE12-04	DEPR-AUTO/TRUCK	6040	1,200.00	1570	1,200.00	006-00009
GJ02-0010	JE12-07	INV THRU 12/8	1200	19,753.49			006-00010
GJ02-0011	JE12-07	12/1			4000	3,879.53	006-00011
GJ02-0012	JE12-07	12/5			4000	4,213.42	006-00012
GJ02-0013	JE12-07	12/6			4000	4,479.83	006-00013
GJ02-0014	JE12-07	12/7			4000	3,943.52	006-00014
GJ02-0015	JE12-07	12/8			4000	3,437.19	006-00015
GJ02-0016	JE12-11	A/P EXPENSE ADJ	4120	86.04	4100	422.59	006-00016
GJ02-0017	JE12-11	A/P EXPENSE ADJ	4130	336.55			006-00017
GJ02-0018	JE12-17	ALLOW BAD DEBTS	1290	350.00	7110	350.00	006-00018
		JOURNAL TOTAL		39,387.21		39,387.21	
		COMPANY TOTAL		39,387.21		39,387.21	

Application-assigned number identifying this general journal and transaction

Printing the closing reports

After all transactions for the period are journalized, you can print the Financial Statement Worksheet and the General Ledger Audit Listing. Using these two listings, you can verify that all entries have been made.

The Financial Statement Worksheet prints one line per General Ledger account. It shows the net change to each account for the period.

NORTHCREEK IND. NO. 01 FINANCIAL STATEMENT WORKSHEET MONTH 12 DATE 6/16/** TIME 19.18.49 PAGE 1 AMG22

ACCOUNT NUMBER	DESCRIPTION	BALANCE SHEET DEBIT	BALANCE SHEET CREDIT	INCOME STATEMENT DEBIT	INCOME STATEMENT CREDIT	NET CHANGE
1000	PETTY CASH	.00	.00			.00
1050	CASH-IN-BANK - GENERAL	.00	875.70			875.70CR
1060	CASH-IN-BANK - PAYROLL	.00	.00			.00
1070	CASH-IN-BANK - OTHER	.00	.00			.00
1080	CREDIT UNION DEPOSITS	.00	.00			.00
1100	SHORT TERM INVESTMENTS	.00	.00			.00
1200	ACCTS REC - TRADE	19,953.49	73.15			19,880.34
1220	ACCTS REC - EMPLOYEES	.00	.00			.00
1230	INTERCOMPANY PAYROLL R	.00	.00			.00
1240	ACCTS REC - OTHER	.00	.00			.00
1260	NOTES RECEIVABLE	.00	.00			.00
1280	INTEREST RECEIVABLE	.00	.00			.00
1290	ALLOW FOR DOUBTFUL ACC	350.00	.00			350.00
1300	RAW MATERIAL INVENTORY	.00	7,500.00			7,500.00CR
1320	WORK-IN-PROCESS INVENT	.00	.00			.00
1340	FINISHED GOODS INVENTO	.00	.00			.00
1390	ALLOW FOR INVENT DECLI	.00	.00			.00
1400	PREPAID INSURANCE	.00	.00			.00
1420	PREPAID TAXES & LICENS	.00	.00			.00
1440	PREPAID RENT	.00	.00			.00
1460	PREPAID SUPPLIES	.00	.00			.00
1480	TRAVEL ADVANCES	.00	.00			.00
1490	PREPAID EXPENSES - OTH	.00	.00			.00
1500	LAND	.00	.00			.00
1510	LAND IMPROVEMENTS	.00	.00			.00
1515	BUILDINGS	.00	.00			.00
1520	MACHINERY AND EQUIPMEN	.00	.00			.00
1525	OFFICE FURN AND FIXTUR	7,500.00	.00			7,500.00
1530	AUTO AND TRUCKS	5,837.98	.00			5,837.98
1535	LEASEHOLD IMPROVEMENTS	.00	.00			.00
1550	DEPREC ALLOW-LAND IMP	.00	700.00			700.00CR
1555	DEPREC ALLOW-BUILDINGS	.00	2,500.00			2,500.00CR
1560	DEPREC ALLOW-EQUIPMENT	.00	.00			.00
1565	DEPREC ALLOW-OFFICE FU	.00	850.00			850.00CR
1570	DEPREC ALLOW-AUTO,TRUC	.00	1,200.00			1,200.00CR
1575	AMORT ALLOW-LEASEHLD I	.00	.00			.00
1600	INVESTMENT IN SUBSIDIA	.00	.00			.00
1620	LONG TERM INVESTMENTS	.00	.00			.00
1630	LIFE INSUR - CASH VALU	.00	.00			.00
1700	DEPOSITS	.00	.00			.00
1750	SUSPENSE	.00	.00			.00
1790	MISCELLANEOUS	.00	.00			.00
2000	ACCOUNTS PAYABLE - VEN	.00	.00			.00
2020	ACCOUNTS PAYABLE - OTH	.00	.00			.00
2030	NOTES PAYABLE-SHORT TE	.00	.00			.00
2050	INTEREST PAYABLE	.00	.00			.00
2080	DIVIDENDS PAYABLE	.00	.00			.00
2090	INTERCO PAYROLL PAYABL	.00	.00			.00
2100	ACCRUED SALARIES & WAG	.00	.00			.00
2110	ACCRUED VACATION PAY	.00	.00			.00
2120	ACCRUED HOLDIAY PAY	.00	.00			.00
2130	ACCRUED REAL ESTATE TA	.00	.00			.00
2140	ACCRUED SALES TAXES	.00	.00			.00
2150	ACCRUED PENSION COST	.00	.00			.00
9000	STATE INCOME TAX			.00	.00	.00
9020	FEDERAL INCOME TAX			.00	.00	.00
9050	DEFERRED TAX EXPENSE			.00	.00	.00
9090	OTHER INCOME TAX			.00	.00	.00
9200	PROVISION FOR PROFIT/LOSS			.00	.00	.00
		33,641.47	18,661.13	5,745.74	20,726.08	.00
	NET INCOME		14,980.34	14,980.34		
			33,641.47	20,726.08		
	FINAL MONTH TOTALS	DEBIT	CREDIT			
		39,387.21	39,387.21			

This is the amount that you post for year-end closing entries. You would debit provision for profit or loss and credit retained earnings.

Assets, liabilities, and capital accounts

If you want the General Ledger Audit Listing, print it next. It is a detail list of entries made during the period, and is sequenced by journal reference number to match the sequence of the various journals.

If any additional entries are necessary at this point, the operator enters them as normal General Ledger transactions and journalizes them. Then the Financial Statement Worksheet and the General Ledger Audit Listing are printed again.

NORTHCREEK IND. NO. 01 SELECTIVE GENERAL LEDGER JOURNAL AUDIT LISTING DATE 6/19/** TIME 15.09.51 PAGE 1 AMG138

JOURNAL REFERENCE	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	--GENERAL LEDGER DEBIT-- ACCOUNT	AMOUNT	--GENERAL LEDGER CREDIT- ACCOUNT	AMOUNT	POSTING MONTH
GJ04-0001	JE12-01	CORRECT NOV ERR	1525	7,500.00	1300	7,500.00	12
GJ04-0002	JE12-02	NEW TRUCK	1530	5,837.98			12
GJ04-0003	JE12-02	CHECK #1160			1050	875.70	12
GJ04-0004	JE12-02	EST CITY TAX			2500	4,962.28	12
GJ04-0005	JE12-03	A/R CORRECTION	4000	73.15	1200	73.15	12
GJ04-0006	JE12-04	DEPR - BLDG	6020	2,500.00	1555	2,500.00	12
GJ04-0007	JE12-04	DEPR - OFFICE	7510	850.00	1565	850.00	12
GJ04-0008	JE12-04	DEPR - LAND IMP	6010	700.00	1550	700.00	12
GJ04-0009	JE12-04	DEPR-AUTO,TRUCK	6040	1,200.00	1570	1,200.00	12
GJ04-0010	JE12-07	INV THRU 12/8	1200	19,953.49			12
GJ04-0011	JE12-07	12/1			4000	3,879.53	12
GJ04-0012	JE12-07	12/5			4000	4,213.42	12
GJ04-0013	JE12-07	12/6			4000	4,479.83	12
GJ04-0014	JE12-07	12/7			4000	3,943.52	12
GJ04-0015	JE12-07	12/8			4000	3,437.14	12
GJ04-0016	JE12-11	A/P EXPENSE ADJ	4120	86.04	4100	422.54	12
GJ04-0017	JE12-11	A/P EXPENSE ADJ	4130	336.55			12
GJ04-0018	JE12-17	ALLOW BAD DEBTS	1290	350.00	7110	350.00	12
		JOURNAL GJ04 TOTAL		39,387.21		39,387.21	
		COMPANY TOTAL		39,387.21		39,387.21	

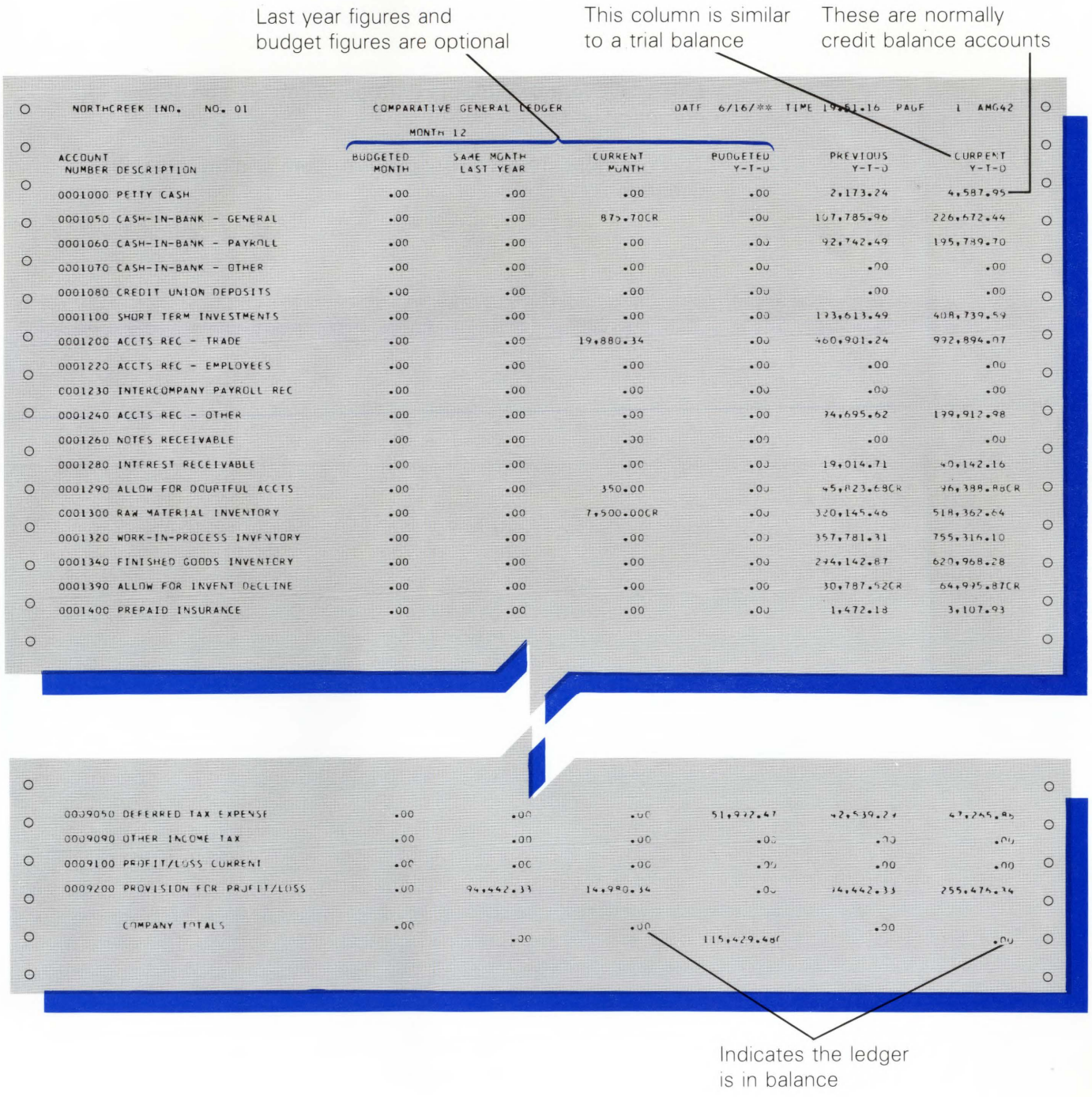
The next step in the period-end closing cycle is printing the Preliminary General Ledger. This report contains all transactions for the period in general ledger account number sequence. It shows the net change to each general ledger account.

NORTHCREEK IND. NO. 01 PRELIMINARY GENERAL LEDGER DATE 6/12/** TIME 13.15.54 PAGE 1 AMG41A

MONTH 12

ACCOUNT NUMBER	DESCRIPTION	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	JOURNAL REFERENCE	DEBIT AMOUNT	CREDIT AMOUNT	NET CHANGE
0001000	PETTY CASH			PREVIOUS BALANCE-	4,587.95	.00	
				ACCOUNT BALANCE	4,587.95	.00	
0001050	CASH-IN-BANK - GENERAL			PREVIOUS BALANCE-	227,548.14	.00	
		JE12-02	CHECK #1160	GJ01-0003		875.70	
				MONTH 12 TOTAL	.00	875.70	875.70CR
				ACCOUNT BALANCE	227,548.14	875.70	
0001060	CASH-IN-BANK - PAYROLL			PREVIOUS BALANCE-	195,789.70	.00	
				ACCOUNT BALANCE	195,789.70	.00	
0001070	CASH -IN-BANK - OTHER			PREVIOUS BALANCE-	.00	.00	
				ACCOUNT BALANCE	.00	.00	
0001080	CREDIT UNION DEPOSITS			PREVIOUS BALANCE-	.00	.00	
				ACCOUNT BALANCE	.00	.00	
0001100	SHORT TERM INVESTMENTS			PREVIOUS BALANCE-	408,739.59	.00	
				ACCOUNT BALANCE	408,739.59	.00	
0001200	ACCTS REC - TRADE			PREVIOUS BALANCE-	973,213.73	.00	
		JE12-03	A/R CORRECTION	GJ01-0005		73.15	
		JE12-07	INVENTORY-12/8	GJ01-0010	19,953.49		
				MONTH 12 TOTAL	19,953.49	73.15	19,880.34
				ACCOUNT BALANCE	992,967.22	73.15	
0001220	ACCTS REC - EMPLOYEES			PREVIOUS BALANCE-	.00	.00	
				ACCOUNT BALANCE	.00	.00	
0001230	INTERCOMPANY PAYROLL REC			PREVIOUS BALANCE-	.00	.00	
				ACCOUNT BALANCE	.00	.00	
0001240	ACCTS REC - OTHER			PREVIOUS BALANCE-	199,912.93	.00	
				ACCOUNT BALANCE	199,912.93	.00	
0001260	NOTES RECEIVABLE			PREVIOUS BALANCE-	.00	.00	
				ACCOUNT BALANCE	.00	.00	
0001280	INTEREST RECEIVABLE			PREVIOUS BALANCE-	40,142.16	.00	
				ACCOUNT BALANCE	40,142.16	.00	
0001290	ALLOW FOR DOUBTFUL ACCTS			PREVIOUS BALANCE-	.00	96,738.88	
		JE12-17	ALLOW BAD DEBTS	GJ01-0018	350.00		
				MONTH 12 TOTAL	350.00	.00	350.00
				ACCOUNT BALANCE	350.00	96,738.88	
0001300	RAW MATERIAL INVENTORY			PREVIOUS BALANCE-	525,862.64	.00	
		JE12-01	CORRECT NOV ERR	GJ01-0001		7,500.00	
				MONTH 12 TOTAL	.00	7,500.00	7,500.00CR
				ACCOUNT BALANCE	525,862.64	7,500.00	
0001320	WORK-IN-PROCESS INVENTORY			PREVIOUS BALANCE-	755,316.10	.00	

The Comparative General Ledger Listing is printed next. It is a one-line summary of each general ledger account. The listing shows the account balances for the current period, the current year-to-date, the budget period, the budget year-to-date, the history period, and the history year-to-date. The current period activity updates the General Ledger Master information.

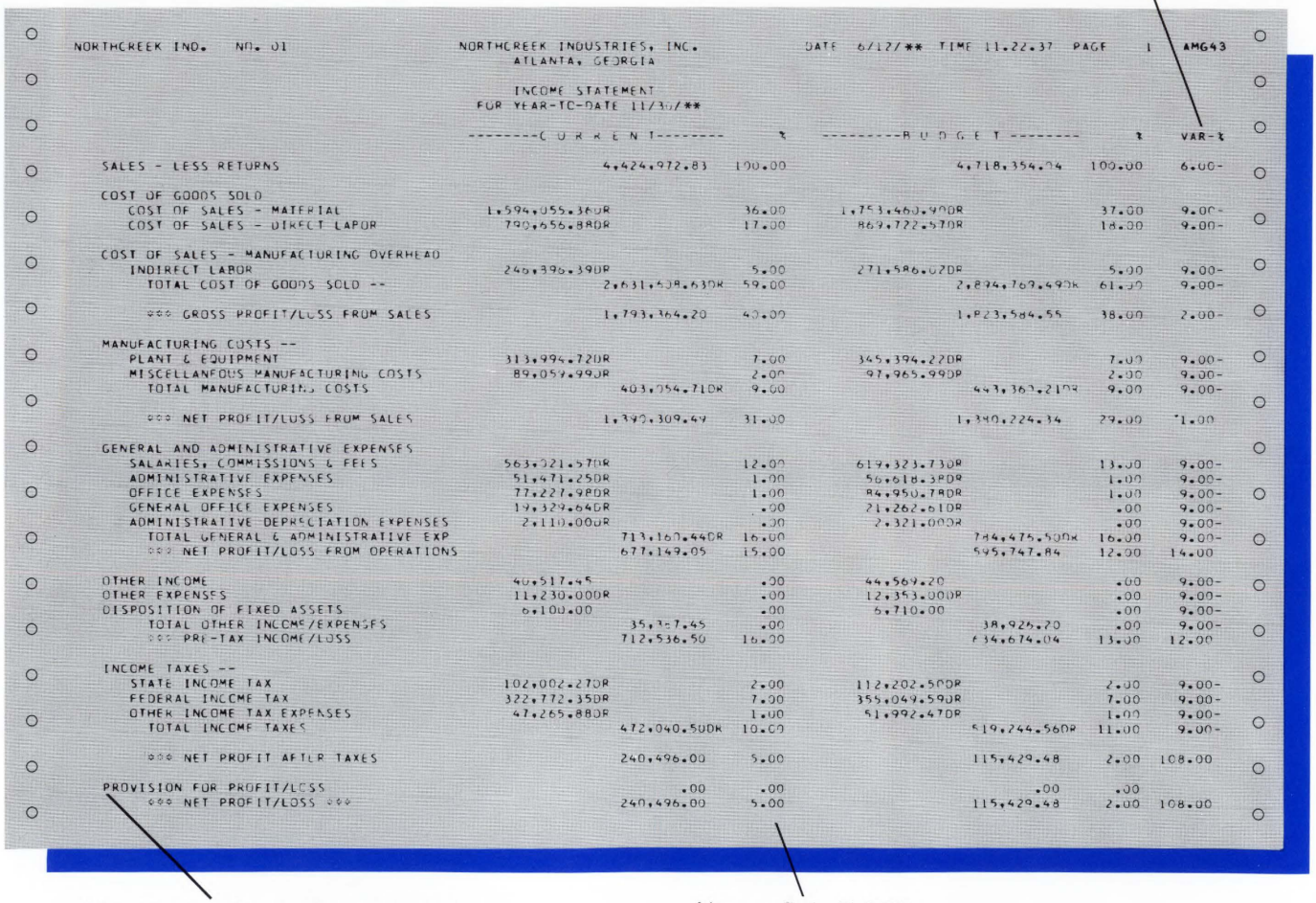

Last year figures and budget figures are optional
This column is similar to a trial balance
These are normally credit balance accounts
NORTHCREEK IND. NO. 01 COMPARATIVE GENERAL LEDGER DATE 6/16/** TIME 19:51:16 PAGE 1 AMG42
MONTH 12
ACCOUNT NUMBER DESCRIPTION
BUDGETED MONTH
SAME MONTH LAST YEAR
CURRENT MONTH
BUDGETED Y-T-D
PREVIOUS Y-T-D
CURRENT Y-T-D
0001000 PETTY CASH .00 .00 .00 .00 2,173.24 4,587.95
0001050 CASH-IN-BANK - GENERAL .00 .00 875.70CR .00 107,785.96 226,672.44
0001060 CASH-IN-BANK - PAYROLL .00 .00 .00 .00 92,742.49 195,789.70
0001070 CASH-IN-BANK - OTHER .00 .00 .00 .00 .00 .00
0001080 CREDIT UNION DEPOSITS .00 .00 .00 .00 .00 .00
0001100 SHORT TERM INVESTMENTS .00 .00 .00 .00 193,613.49 408,739.59
0001200 ACCTS REC - TRADE .00 .00 19,880.34 .00 460,901.24 972,894.07
0001220 ACCTS REC - EMPLOYEES .00 .00 .00 .00 .00 .00
0001230 INTERCOMPANY PAYROLL REC .00 .00 .00 .00 .00 .00
0001240 ACCTS REC - OTHER .00 .00 .00 .00 34,695.62 139,912.98
0001260 NOTES RECEIVABLE .00 .00 .00 .00 .00 .00
0001280 INTEREST RECEIVABLE .00 .00 .00 .00 19,014.71 40,142.16
0001290 ALLOW FOR DOUBTFUL ACCTS .00 .00 350.00 .00 45,823.68CR 96,388.86CR
0001300 RAW MATERIAL INVENTORY .00 .00 7,500.00CR .00 320,145.46 518,362.64
0001320 WORK-IN-PROCESS INVENTORY .00 .00 .00 .00 357,781.31 755,316.10
0001340 FINISHED GOODS INVENTORY .00 .00 .00 .00 294,142.87 620,968.28
0001390 ALLOW FOR INVENT DECLINE .00 .00 .00 .00 30,787.52CR 64,995.87CR
0001400 PREPAID INSURANCE .00 .00 .00 .00 1,472.18 3,107.93
0009050 DEFERRED TAX EXPENSE .00 .00 .00 51,972.47 42,539.24 47,245.85
0009090 OTHER INCOME TAX .00 .00 .00 .00 .00 .00
0009100 PROFIT/LOSS CURRENT .00 .00 .00 .00 .00 .00
0009200 PROVISION FOR PROFIT/LOSS .00 94,442.33 14,990.34 .00 94,442.33 255,475.34
COMPANY TOTALS .00 .00 .00 115,429.48 .00 .00
Indicates the ledger is in balance

The three end-of-period reports are printed next. These are an Income Statement that reflects income, expenses, and profit or loss for the current month; a Balance Sheet that reflects the current status of assets, liabilities, and capital; and a Statement of Changes in Financial Position Worksheet that reflects the source and application of funds.

The first of these is the Income Statement. You specify the sequence in which accounts are printed and totaled. This report can show either current period only or year-to-date information. Either last year or budget information can also be shown for comparative purposes.

This example shows current year-to-date and budget with variance.

Variance from last year as a percent



NORTHCREEK IND. NO. 01 — NORTHCREEK INDUSTRIES, INC. ATLANTA, GEORGIA — DATE 6/12/** TIME 11.22.37 PAGE 1 AM643

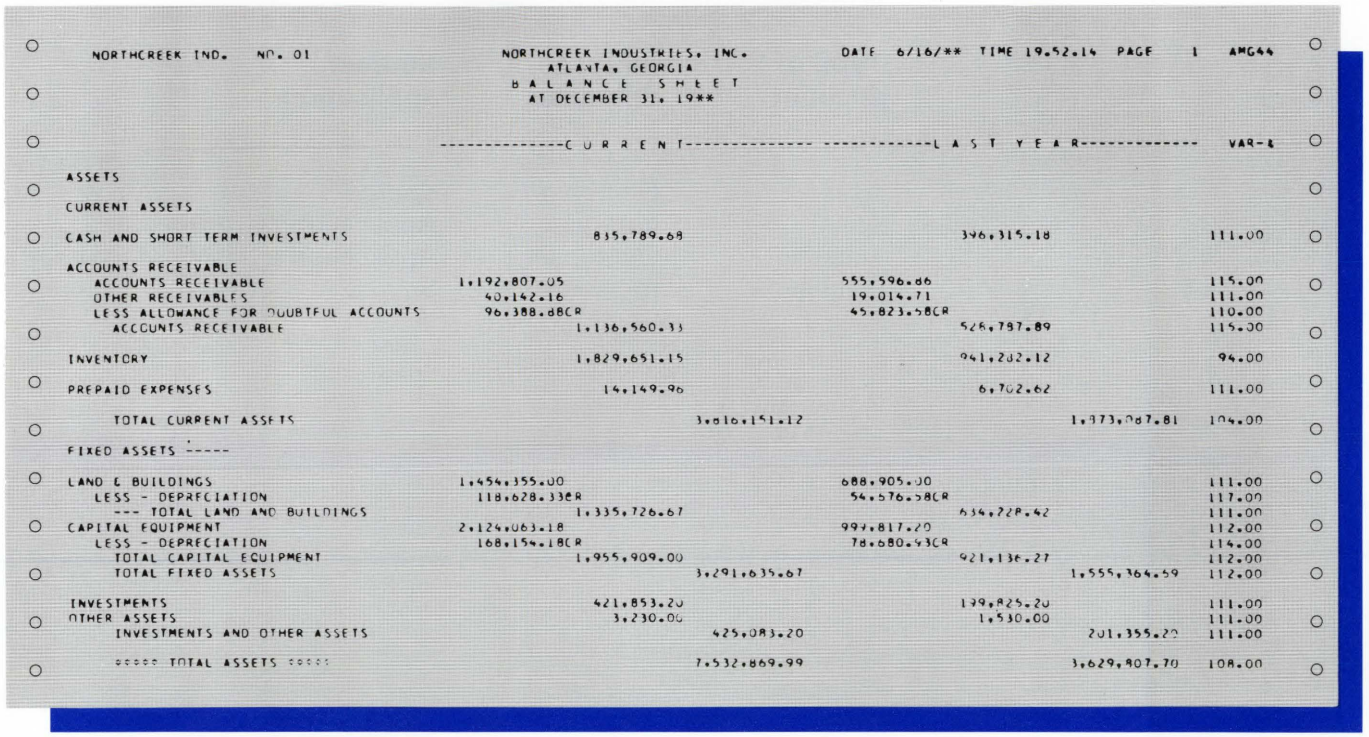
INCOME STATEMENT
FOR YEAR-TO-DATE 11/30/**

	--------CURRENT--------	%	---------BUDGET--------	%	VAR-%
SALES - LESS RETURNS	4,424,972.83	100.00	4,718,354.94	100.00	6.00-
COST OF GOODS SOLD					
COST OF SALES - MATERIAL	1,594,055.36DR	36.00	1,753,460.90DR	37.00	9.00-
COST OF SALES - DIRECT LABOR	790,656.88DR	17.00	869,722.57DR	18.00	9.00-
COST OF SALES - MANUFACTURING OVERHEAD					
INDIRECT LABOR	246,396.39DR	5.00	271,586.02DR	5.00	9.00-
TOTAL COST OF GOODS SOLD --	2,631,108.63DR	59.00	2,894,769.49DR	61.00	9.00-
*** GROSS PROFIT/LOSS FROM SALES	1,793,364.20	40.00	1,823,584.55	38.00	2.00-
MANUFACTURING COSTS --					
PLANT & EQUIPMENT	313,995.72DR	7.00	345,394.22DR	7.00	9.00-
MISCELLANEOUS MANUFACTURING COSTS	89,059.99DR	2.00	97,965.99DR	2.00	9.00-
TOTAL MANUFACTURING COSTS	403,055.71DR	9.00	443,360.21DR	9.00	9.00-
*** NET PROFIT/LOSS FROM SALES	1,390,309.49	31.00	1,380,224.34	29.00	1.00
GENERAL AND ADMINISTRATIVE EXPENSES					
SALARIES, COMMISSIONS & FEES	563,921.57DR	12.00	619,323.73DR	13.00	9.00-
ADMINISTRATIVE EXPENSES	51,471.25DR	1.00	56,618.38DR	1.00	9.00-
OFFICE EXPENSES	77,227.98DR	1.00	84,950.78DR	1.00	9.00-
GENERAL OFFICE EXPENSES	19,329.64DR	.00	21,262.61DR	.00	9.00-
ADMINISTRATIVE DEPRECIATION EXPENSES	2,110.00DR	.00	2,321.00DR	.00	9.00-
TOTAL GENERAL & ADMINISTRATIVE EXP	713,160.44DR	16.00	744,475.50DR	16.00	9.00-
*** NET PROFIT/LOSS FROM OPERATIONS	677,149.05	15.00	595,747.84	12.00	14.00
OTHER INCOME	40,517.45	.00	44,569.20	.00	9.00-
OTHER EXPENSES	11,230.00DR	.00	12,353.00DR	.00	9.00-
DISPOSITION OF FIXED ASSETS	6,100.00	.00	6,710.00	.00	9.00-
TOTAL OTHER INCOME/EXPENSES	35,387.45	.00	38,926.20	.00	9.00-
*** PRE-TAX INCOME/LOSS	712,536.50	16.00	634,674.04	13.00	12.00
INCOME TAXES --					
STATE INCOME TAX	102,002.27DR	2.00	112,202.50DR	2.00	9.00-
FEDERAL INCOME TAX	322,772.35DR	7.00	355,049.59DR	7.00	9.00-
OTHER INCOME TAX EXPENSES	47,265.88DR	1.00	51,992.47DR	1.00	9.00-
TOTAL INCOME TAXES	472,040.50DR	10.00	519,244.56DR	11.00	9.00-
*** NET PROFIT AFTER TAXES	240,496.00	5.00	115,429.48	2.00	108.00
PROVISION FOR PROFIT/LOSS	.00	.00	.00	.00	
*** NET PROFIT/LOSS ***	240,496.00	5.00	115,429.48	2.00	108.00

This account is used at year-end with the retained earnings account to transfer profit (loss) from income statement to balance sheet

Net profit is 5.00% of total sales

The second report is the Balance Sheet. As with the Income Statement, accounts are printed and totaled in the sequence you specify. You can print current only or current and last-year. If you have multiple companies, this report can show combined balances for more than one company.



NORTHCREEK IND. NO. 01 — NORTHCREEK INDUSTRIES, INC. — DATE 6/16/** TIME 19.52.14 PAGE 1 AMG44

ATLANTA, GEORGIA

BALANCE SHEET

AT DECEMBER 31, 19**

	CURRENT			LAST YEAR			VAR-%
ASSETS							
CURRENT ASSETS							
CASH AND SHORT TERM INVESTMENTS		835,789.69			346,315.18		111.00
ACCOUNTS RECEIVABLE							
ACCOUNTS RECEIVABLE	1,192,807.05			555,596.66			115.00
OTHER RECEIVABLES	40,142.16			19,014.71			111.00
LESS ALLOWANCE FOR DOUBTFUL ACCOUNTS	96,388.88CR			45,823.58CR			110.00
ACCOUNTS RECEIVABLE		1,136,560.33			526,787.89		115.00
INVENTORY		1,829,651.15			941,202.12		94.00
PREPAID EXPENSES		14,149.96			6,702.62		111.00
TOTAL CURRENT ASSETS			3,816,151.12			1,873,007.81	104.00
FIXED ASSETS -----							
LAND & BUILDINGS	1,454,355.00			688,905.00			111.00
LESS - DEPRECIATION	118,628.33CR			54,576.58CR			117.00
--- TOTAL LAND AND BUILDINGS		1,335,726.67			634,328.42		111.00
CAPITAL EQUIPMENT	2,124,063.18			997,817.70			112.00
LESS - DEPRECIATION	168,154.18CR			78,680.43CR			114.00
TOTAL CAPITAL EQUIPMENT		1,955,909.00			921,138.27		112.00
TOTAL FIXED ASSETS			3,291,635.67			1,555,364.59	112.00
INVESTMENTS		421,853.20			199,825.20		111.00
OTHER ASSETS		3,230.00			1,530.00		111.00
INVESTMENTS AND OTHER ASSETS			425,083.20			201,355.20	111.00
***** TOTAL ASSETS *****			7,532,869.99			3,629,907.70	108.00

The third report printed at end-of-period is the Statement of Changes in Financial Position Worksheet. The "net change" columns are calculated by subtracting the beginning-of-year balance-forward from the current year-to-date balance. The result is printed as either a "source" or "application" of funds in accordance with the following:

Type of account	Increase/ decrease	Source/ application
Asset	Decrease	Source
Asset	Increase	Application
Liability	Decrease	Application
Liability	Increase	Source

Source is a credit

Application is a debit

NORTHCREEK IND NO. 01 STATEMENT OF CHANGES IN FINANCIAL POSITION DATE 9/20/** TIME 13.51.54 PAGE 2 AMG45

AS OF NOVEMBER 30,19**

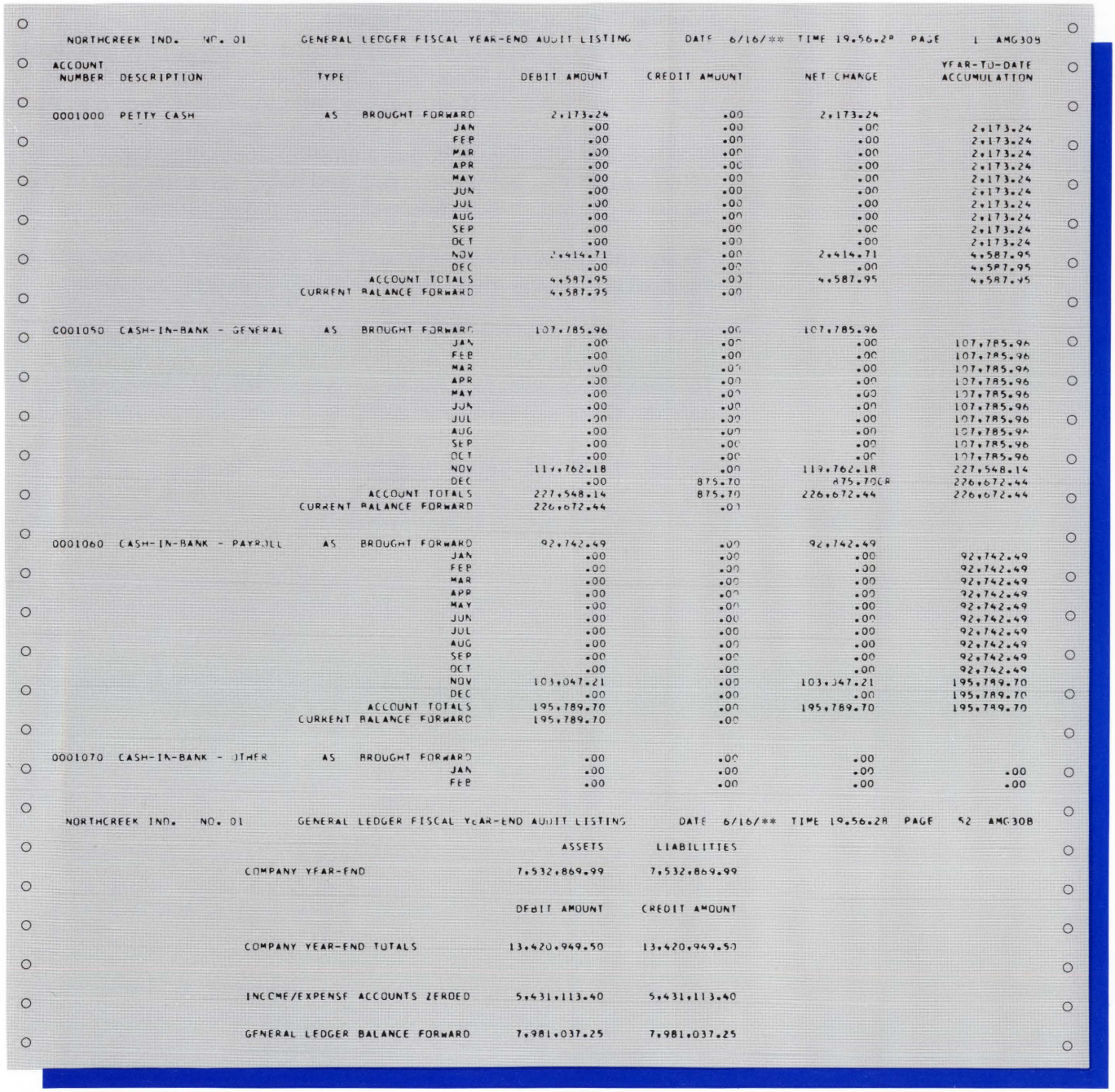
ACCOUNT NUMBER	DESCRIPTION	BALANCES BALANCE FWD	BALANCES YEAR-TO-DATE	NET CHANGE SOURCE	NET CHANGE APPLICATION	ACCUMULATED DEBITS	ACCUMULATED CREDITS
0001525	OFFICE FURN AND FIXTURES	32,596.65	68,815.15		36,218.50	36,718.50	.00
0001530	AUTO AND TRUCKS	80,563.95	170,079.45		89,515.50	89,515.50	.00
0001535	LEASEHOLD IMPROVEMENTS	.00	.00			.00	.00
0001550	DEPREC ALLOW-LAND IMP	14,669.33CR	30,968.58CR	16,299.25		.00	16,299.25
0001555	DEPREC ALLOW-BUILDINGS	40,007.25CR	84,459.75CR	44,452.50		.00	44,452.50
0001560	DEPREC ALLOW-EQUIPMENT	69,345.90CR	146,396.90CR	77,051.00		.00	77,051.00
0001565	DEPREC ALLOW-OFFICE F&F	2,667.15CR	5,630.65CR	2,963.50		.00	2,963.50
0001570	DEPREC ALLOW-AUTO,TRUCK	6,667.88CR	14,076.63CR	7,408.75		.00	7,408.75
0001575	AMORT ALLOW-LEASEHLD IMP	.00	.00			.00	.00
0001600	INVESTMENT IN SUBSIDIARY	.00	.00			.00	.00
0001620	LONG TERM INVESTMENTS	176,380.20	372,358.20		195,978.00	195,978.00	.00
0001630	LIFE INSUR - CASH VALUE	23,445.00	49,495.00		26,050.00	26,050.00	.00
0001700	DEPOSITS	.00	.00			.00	.00
0001750	SUSPENSE	.00	.00			.00	.00
0001790	MISCELLANEOUS	1,530.00	3,230.00		1,700.00	1,700.00	.00
0002000	ACCOUNTS PAYABLE - VENDOR	394,369.07CR	832,556.92CR	438,187.85		.00	438,187.85
0002020	ACCOUNTS PAYABLE - OTHER	.00	.00			.00	.00
0002030	NOTES PAYABLE-SHORT TERM	45,000.00CR	95,000.00CR	50,000.00		.00	50,000.00
0002050	INTEREST PAYABLE	3,600.00CR	7,600.00CR	4,000.00		.00	4,000.00
0003200	RETAINED EARNINGS	351,446.39CR	591,942.39CR	240,496.00		.00	240,496.00
	TOTAL ASSETS	3,629,807.70	7,512,927.37			4,116,418.22	4,233,298.55
	TOTAL LIABILITIES AND EQUITY	3,629,807.70CR	7,512,927.37CR				3,883,119.67
				4,116,418.22	4,116,418.22		

Printing the year-end closing reports

After producing the final period-end reports, the application prints the year-end Income Statement and Balance Sheet. Then, the year-end audit is performed which prints the Fiscal Year-End Audit Listing to show the period-by-period summary of all debits and credits applied to the company's chart of accounts. The difference, if any, between assets and liabilities is the total of the year-end closing entries required to balance accounts.

Finally, the General Ledger Fiscal Year-End Audit Listing is printed again to ensure the integrity of the General Ledger accounts.

After ensuring that the year-end entries have been entered and journalized, the Year-End Audit and Initialization can be done. This procedure will calculate new balance forward amounts for balance sheet accounts and zero the current year balances for income statement accounts. The current year information is moved to each account's history record.



NORTHCREEK IND. NO. 01 GENERAL LEDGER FISCAL YEAR-END AUDIT LISTING DATE 6/16/** TIME 19.56.28 PAGE 1 AMG309

ACCOUNT NUMBER	DESCRIPTION	TYPE		DEBIT AMOUNT	CREDIT AMOUNT	NET CHANGE	YEAR-TO-DATE ACCUMULATION
0001000	PETTY CASH	AS	BROUGHT FORWARD	2,173.24	.00	2,173.24	
			JAN	.00	.00	.00	2,173.24
			FEB	.00	.00	.00	2,173.24
			MAR	.00	.00	.00	2,173.24
			APR	.00	.00	.00	2,173.24
			MAY	.00	.00	.00	2,173.24
			JUN	.00	.00	.00	2,173.24
			JUL	.00	.00	.00	2,173.24
			AUG	.00	.00	.00	2,173.24
			SEP	.00	.00	.00	2,173.24
			OCT	.00	.00	.00	2,173.24
			NOV	2,414.71	.00	2,414.71	4,587.95
			DEC	.00	.00	.00	4,587.95
			ACCOUNT TOTALS	4,587.95	.00	4,587.95	4,587.95
		CURRENT	BALANCE FORWARD	4,587.95	.00		
0001050	CASH-IN-BANK - GENERAL	AS	BROUGHT FORWARD	107,785.96	.00	107,785.96	
			JAN	.00	.00	.00	107,785.96
			FEB	.00	.00	.00	107,785.96
			MAR	.00	.00	.00	107,785.96
			APR	.00	.00	.00	107,785.96
			MAY	.00	.00	.00	107,785.96
			JUN	.00	.00	.00	107,785.96
			JUL	.00	.00	.00	107,785.96
			AUG	.00	.00	.00	107,785.96
			SEP	.00	.00	.00	107,785.96
			OCT	.00	.00	.00	107,785.96
			NOV	119,762.18	.00	119,762.18	227,548.14
			DEC	.00	875.70	875.70CR	226,672.44
			ACCOUNT TOTALS	227,548.14	875.70	226,672.44	226,672.44
		CURRENT	BALANCE FORWARD	226,672.44	.00		
0001060	CASH-IN-BANK - PAYROLL	AS	BROUGHT FORWARD	92,742.49	.00	92,742.49	
			JAN	.00	.00	.00	92,742.49
			FEB	.00	.00	.00	92,742.49
			MAR	.00	.00	.00	92,742.49
			APR	.00	.00	.00	92,742.49
			MAY	.00	.00	.00	92,742.49
			JUN	.00	.00	.00	92,742.49
			JUL	.00	.00	.00	92,742.49
			AUG	.00	.00	.00	92,742.49
			SEP	.00	.00	.00	92,742.49
			OCT	.00	.00	.00	92,742.49
			NOV	103,047.21	.00	103,047.21	195,789.70
			DEC	.00	.00	.00	195,789.70
			ACCOUNT TOTALS	195,789.70	.00	195,789.70	195,789.70
		CURRENT	BALANCE FORWARD	195,789.70	.00		
0001070	CASH-IN-BANK - OTHER	AS	BROUGHT FORWARD	.00	.00	.00	
			JAN	.00	.00	.00	.00
			FEB	.00	.00	.00	.00

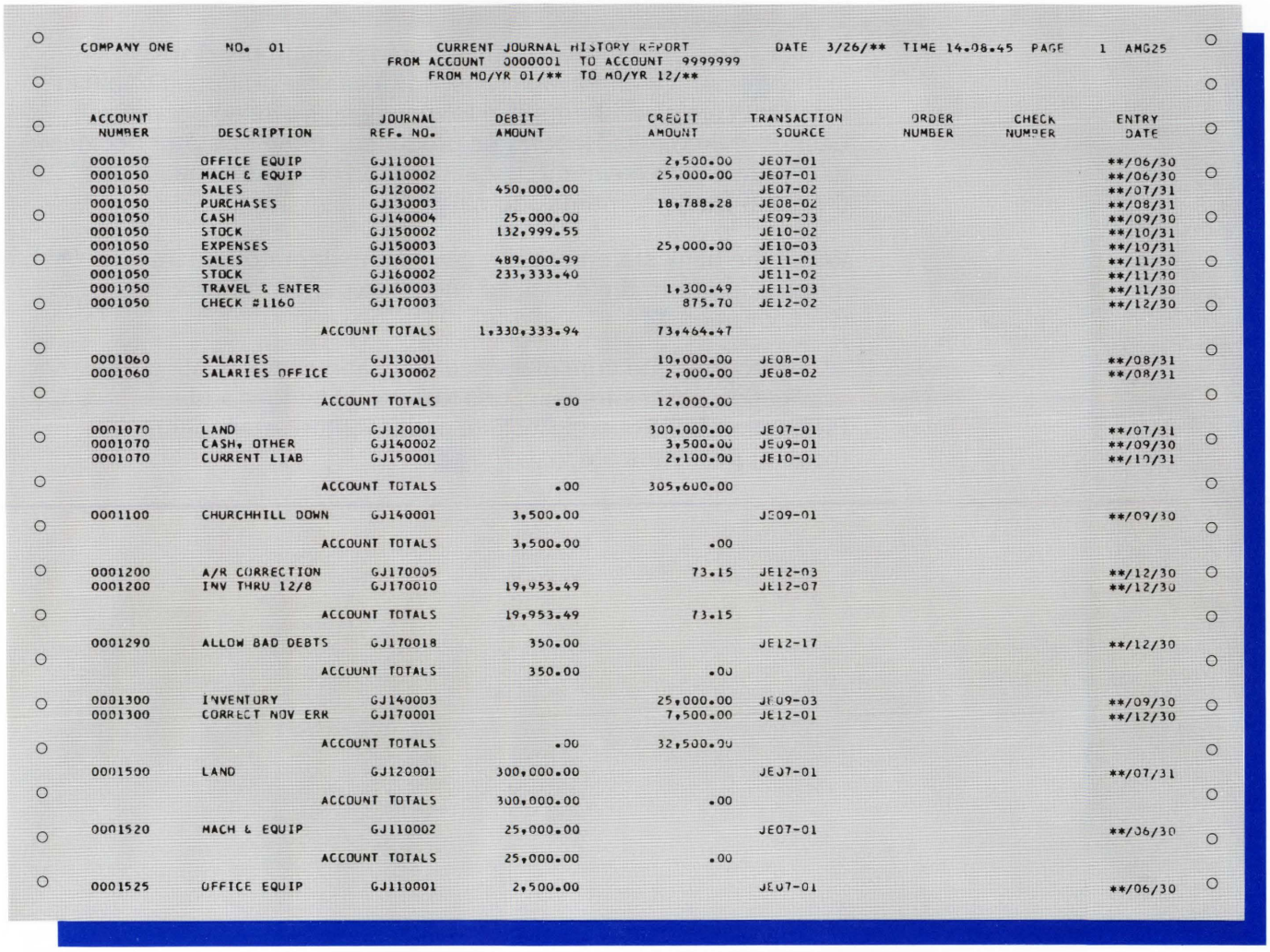
NORTHCREEK IND. NO. 01 GENERAL LEDGER FISCAL YEAR-END AUDIT LISTING DATE 6/16/** TIME 19.56.28 PAGE 52 AMG308

	ASSETS	LIABILITIES
COMPANY YEAR-END	7,532,869.99	7,532,869.99

	DEBIT AMOUNT	CREDIT AMOUNT
COMPANY YEAR-END TOTALS	13,420,949.50	13,420,949.50
INCOME/EXPENSE ACCOUNTS ZEROED	5,431,113.40	5,431,113.40
GENERAL LEDGER BALANCE FORWARD	7,981,037.25	7,981,037.25

Printing the Journal History Report

The Journal History Report can be printed on demand from current history which is always online. A report in the same format can also be printed from archived history which has been restored to disk from either tape or diskette.



COMPANY ONE NO. 01 CURRENT JOURNAL HISTORY REPORT DATE 3/26/** TIME 14.08.45 PAGE 1 AMG25
FROM ACCOUNT 0000001 TO ACCOUNT 9999999
FROM MO/YR 01/** TO MO/YR 12/**

ACCOUNT NUMBER	DESCRIPTION	JOURNAL REF. NO.	DEBIT AMOUNT	CREDIT AMOUNT	TRANSACTION SOURCE	ORDER NUMBER	CHECK NUMBER	ENTRY DATE
0001050	OFFICE EQUIP	GJ110001		2,500.00	JE07-01			**/06/30
0001050	MACH & EQUIP	GJ110002		25,000.00	JE07-01			**/06/30
0001050	SALES	GJ120002	450,000.00		JE07-02			**/07/31
0001050	PURCHASES	GJ130003		18,788.28	JE08-02			**/08/31
0001050	CASH	GJ140004	25,000.00		JE09-03			**/09/30
0001050	STOCK	GJ150002	132,999.55		JE10-02			**/10/31
0001050	EXPENSES	GJ150003		25,000.00	JE10-03			**/10/31
0001050	SALES	GJ160001	489,000.99		JE11-01			**/11/30
0001050	STOCK	GJ160002	233,333.40		JE11-02			**/11/30
0001050	TRAVEL & ENTER	GJ160003		1,300.49	JE11-03			**/11/30
0001050	CHECK #1160	GJ170003		875.70	JE12-02			**/12/30
	ACCOUNT TOTALS		1,330,333.94	73,464.47				
0001060	SALARIES	GJ130001		10,000.00	JE08-01			**/08/31
0001060	SALARIES OFFICE	GJ130002		2,000.00	JE08-02			**/08/31
	ACCOUNT TOTALS		.00	12,000.00				
0001070	LAND	GJ120001		300,000.00	JE07-01			**/07/31
0001070	CASH, OTHER	GJ140002		3,500.00	JE09-01			**/09/30
0001070	CURRENT LIAB	GJ150001		2,100.00	JE10-01			**/10/31
	ACCOUNT TOTALS		.00	305,600.00				
0001100	CHURCHHILL DOWN	GJ140001	3,500.00		JE09-01			**/09/30
	ACCOUNT TOTALS		3,500.00	.00				
0001200	A/R CORRECTION	GJ170005		73.15	JE12-03			**/12/30
0001200	INV THRU 12/8	GJ170010	19,953.49		JE12-07			**/12/30
	ACCOUNT TOTALS		19,953.49	73.15				
0001290	ALLOW BAD DEBTS	GJ170018	350.00		JE12-17			**/12/30
	ACCOUNT TOTALS		350.00	.00				
0001300	INVENTORY	GJ140003		25,000.00	JE09-03			**/09/30
0001300	CORRECT NOV ERR	GJ170001		7,500.00	JE12-01			**/12/30
	ACCOUNT TOTALS		.00	32,500.00				
0001500	LAND	GJ120001	300,000.00		JE07-01			**/07/31
	ACCOUNT TOTALS		300,000.00	.00				
0001520	MACH & EQUIP	GJ110002	25,000.00		JE07-01			**/06/30
	ACCOUNT TOTALS		25,000.00	.00				
0001525	OFFICE EQUIP	GJ110001	2,500.00		JE07-01			**/06/30

Accounts Payable

Information flow

Figure 2-2 shows how information flows through the Accounts Payable application. The numbers in the following discussion refer to this figure.

Invoices and Credit Memos are entered through the display station 1. An Open Payables Listing 2 can be produced to aid in payment selection. Items due for payment are selected and a Cash Requirements Report 3 is produced. If the operator decides to continue with payment, the application produces checks and the Cash Disbursements Journal 4.

When the bank statement is received, the operator enters information from the canceled checks to perform Check Reconciliation 5.

At the appropriate time in invoice entry and check printing, the application passes transactions to General Ledger and to Production Control and Costing, and Inventory Management if those applications are installed 6.

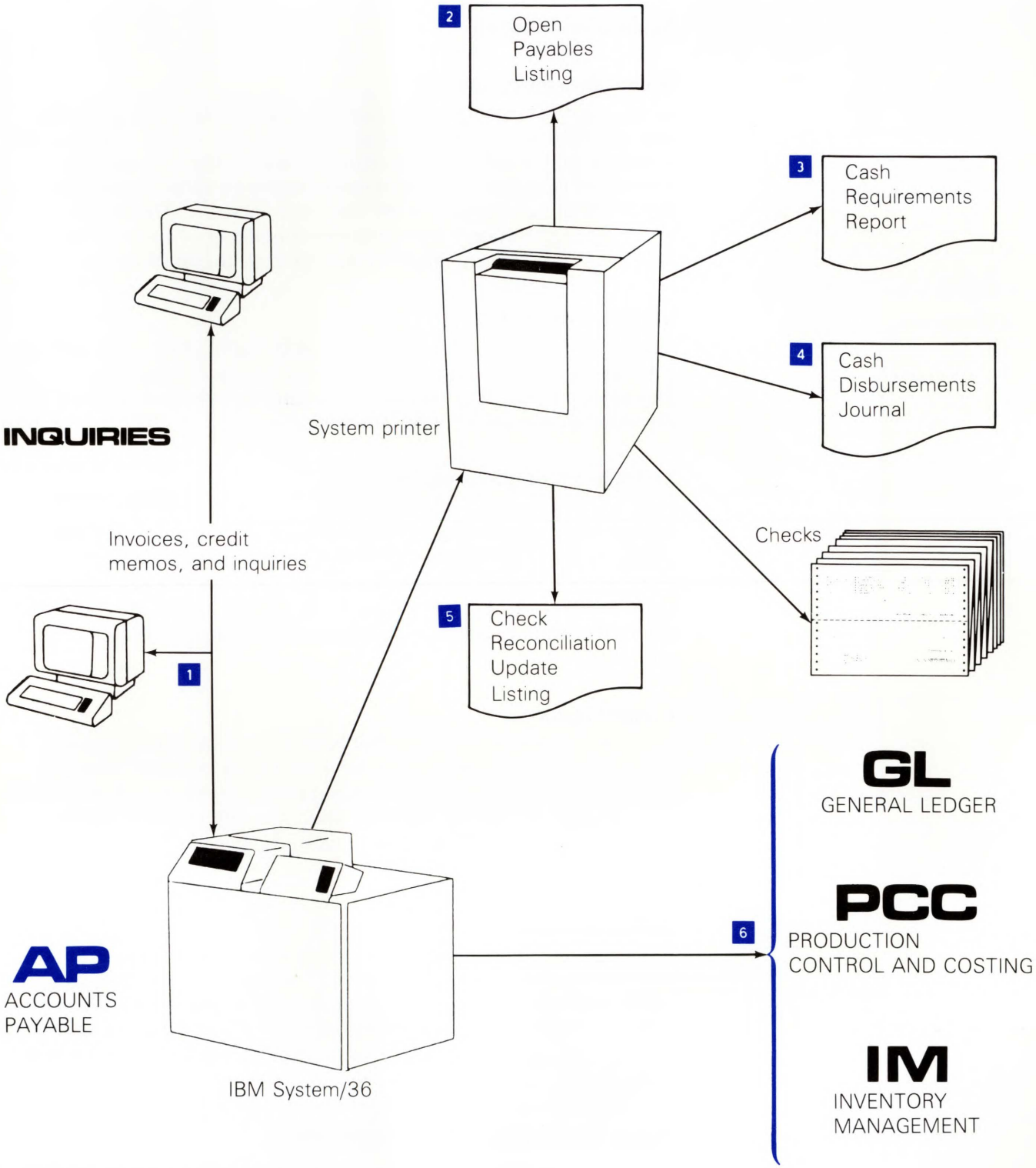


Figure 2-2. Accounts Payable information flow

Application functions

Online data entry and edit

An operator enters data for Accounts Payable through a display station. Operator guidance is provided for each field. Each record is edited as it is entered to ensure accuracy. If any errors are found, the operator is notified immediately by error messages displayed at the bottom of the data entry screen. These messages tell the operator what the specific errors are. Only when the data is error-free is it accepted by the application.

Multiple companies

Accounts Payable supports up to twenty companies; information is retained in the system independently for each company. Therefore, processing can be performed for selected companies. All reports contain company identification.

Multiple distributions per invoice

Each invoice entered into the system can have multiple distributions, representing the purchases on the invoice. The application can compare the invoice total to the total of the distributions to ensure accurate entry. Each distribution line can have a different discount allowed and can be applied to a different General Ledger account. Distribution lines can be debit or credit amounts.

Prepaid invoices

Invoices representing items that have been paid with manually written checks can be entered with the check number. The application then generates the appropriate General Ledger entries and updates the Check Reconciliation file with check number, amount, and other information, and updates the vendor history information.

Halted invoices

If the operator specifies a "halt" code when the invoice is entered into the system, the application will hold the invoice. This is a very useful method of preventing payment of a questionable invoice until you have time to resolve the problem. A halted invoice will not be paid by the application until you specifically release it from halt status.

Passes transactions to other applications

If General Ledger, Production Control and Costing, and Inventory Management are installed, Accounts Payable passes transactions to those applications.

Accounts Payable passes transactions to General Ledger that relate to purchases and cash disbursements. Accounts Payable prints Purchase Journals and Cash Disbursement Journals.

Accounts Payable passes miscellaneous charges and charges for outside operations to Production Control and Costing. This information relates to a particular shop order.

Accounts Payable passes cost adjustment transactions to Inventory Management. This information relates to a particular purchase order.

Cash or accrual accounting

You can choose either cash or accrual accounting for your Accounts Payable. If you choose accrual accounting, the application will credit Accounts Payable and debit cost distribution accounts when the operator enters invoices. Then, at the time of payment, Accounts Payable will be debited and Cash will be credited.

If you choose cash accounting, no General Ledger entries are generated when the invoices are entered into the system. When the invoice is paid, the application will debit the cost distribution accounts and credit Cash.

Payment selection

You can select items for payment using several criteria, such as vendor number, date, specific invoice number, or combinations of these. For example, you can pay all invoices due by a certain date with the exception of a particular vendor or invoice.

An operator can also select items for payment interactively by paging through the Open Payables file at a display station and selecting each invoice to be paid.

An operator can page through the entire file or enter only a due date or a vendor number. In this way, the operator can retrieve only those invoices due before a certain date, or due to a certain vendor.

Assignee payments

You can specify that certain invoices be paid to an assignee rather than to the vendor who originated the invoice. Vendor statistics are updated for the vendor, not the assignee.

Checkwriting and reconciliation

When checks are written, the application prints a Cash Disbursements Journal, produces General Ledger transactions, and makes entries in the Check Reconciliation file. This allows the operator to reconcile checks upon receipt of the bank statement.

Check reversals

Reversals allow an erroneous check to be backed out of the system. The operator enters the invoices into the system again, exactly as they were entered originally, with the addition of a check number and a special code for "reversal." The application automatically reverses the General Ledger entries that were produced when the check was written and voids the check in the Check Reconciliation file. The appropriate amounts are subtracted from the vendor statistics fields in the Vendor Master file. The net result is that the invoices are reestablished in the Open Payables file as open invoices.

Inquiry

Two types of inquiry are possible. The first shows the detailed invoices for a particular vendor. When you enter the vendor number, the application displays the first invoice for that vendor. To show the next invoice, you press the command function key for PAGE FORWARD. In this manner, you page through all the invoices for a vendor.

The second type of inquiry lets you enter five due dates. The application then ages all open invoices and displays the total due on each date.

Operations

Operation of the Accounts Payable application begins with the Accounts Payable Main Menu. Using this screen, the display station operator selects the desired job. When the job is completed, the operator returns to this screen to select the next operation.

```
COMMAND                          MENU: AMAM00                          X6

                          A C C O U N T S   P A Y A B L E
                                MAIN MENU

                            1 PAYABLES PROCESSING
                            2 CASH DISBURSEMENTS PROCESSING
                            3 CHECK RECONCILIATION
                            4 DEMAND REPORTS
                            5 MONTHLY GENERAL LEDGER ENTRIES
                            6 YEAR-END CLOSE
                            7 FILE MAINTENANCE
                            8 FILE LISTINGS
                            9 INQUIRY

                           10 RETURN TO APPLICATION SELECTION MENU


Ready for option number or command
```

Entering invoices and credit memos

As invoices and credit memos are received, you should accumulate them into convenient batches, then transcribe the information onto data input forms. After taking manual totals for control purposes, attach the manual totals to each batch of data input forms and give them to the display station operator. The operator then enters the invoices and credit memos into the system using the data entry screen shown here. The application edits each line as it is entered to ensure that the general ledger numbers are valid, and accumulates the total distribution amounts entered for comparison with the invoice total amount.

1 Messages appear in the lower left of the display.

2 Command keys you can use to get to other displays appear on the lower right of the display.

```
BATCH 002  COMPANY 01       INVOICE & CR MEMO DETAIL        ENTER      AMA032  Q2
SEQUENCE NO.                      BATCH DATE 09/23/**

TRANSACTION TOTALS       ITEMS       GROSS          DISCOUNT       NET AMT
 VOUCHER  CREDIT

VENDOR        011011   ABLE MFG.
ASSIGNEE
INV NO.   156-43       INV DATE          DUE DATE
AMT         7,197.46   HALT CODE         AP ACCT      2000  CR MEMO CODE
CASH ACCT      1050    DISC ACCT    8300 CHECK NO.          PREPAID

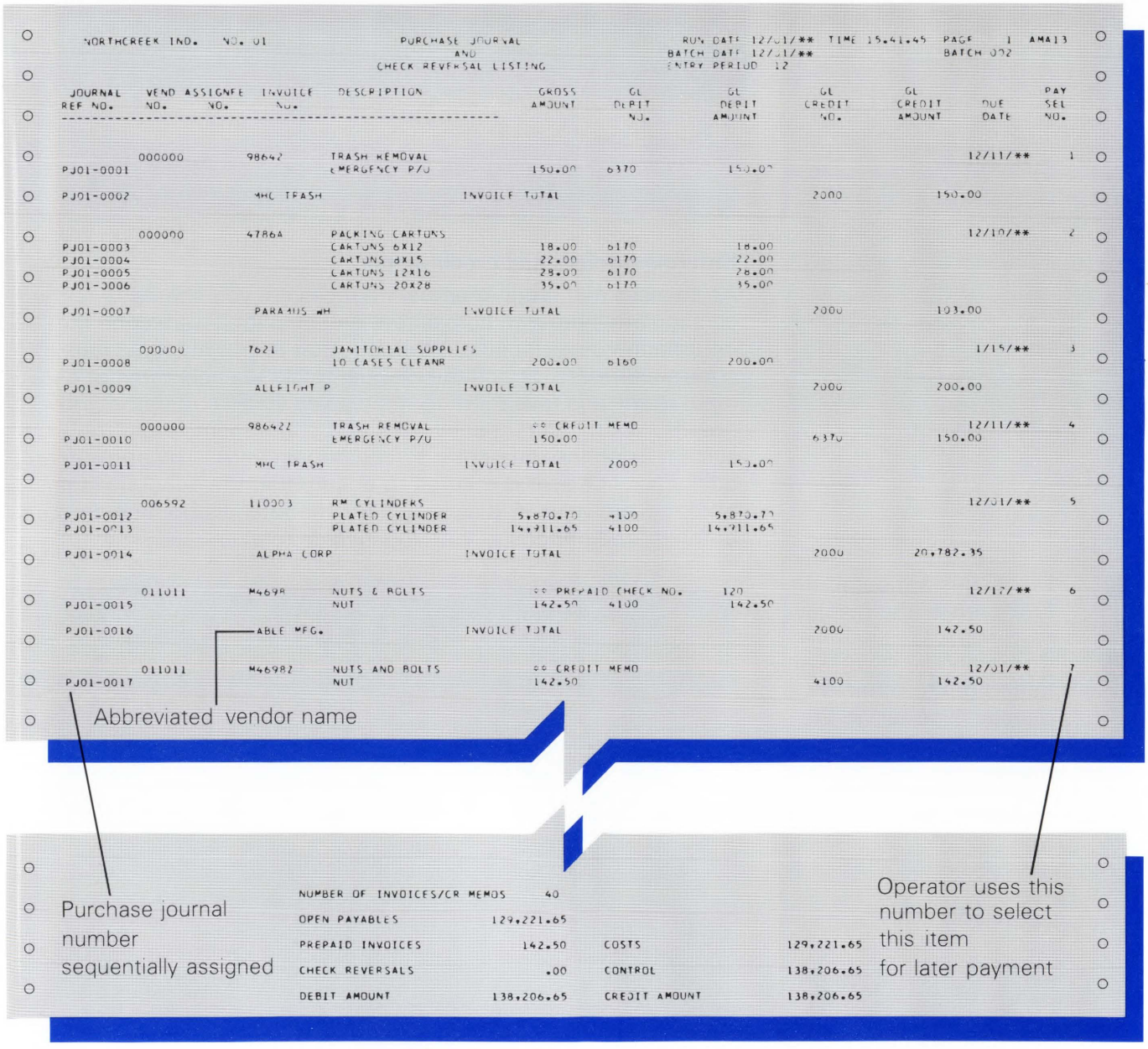
DESCR         SPARE PARTS       EXP ACCT        4100  GROSS AMT (2)     678920
SUBJ TO DISC (2)                DISC PCT (2)     300  DISC AMT (2)       20367
CHARGE TYPE                     ORDER NO.  M/P
CHARGE TO                       WAREHOUSE NO.
QUANTITY                        UNIT OF MEAS.

                                                    2  CK03 PAGE BACKWARD
                                                       CK11 END INVOICE
                                                       CK17 ACCEPT WITH ERROR
                                                       CK24 DISPLAY STATUS
1
```

As an alternate method, the operator can enter the transactions onto a diskette by using an offline diskette entry system. The diskette can then be read into the System/36.

Printing the Purchase Journal

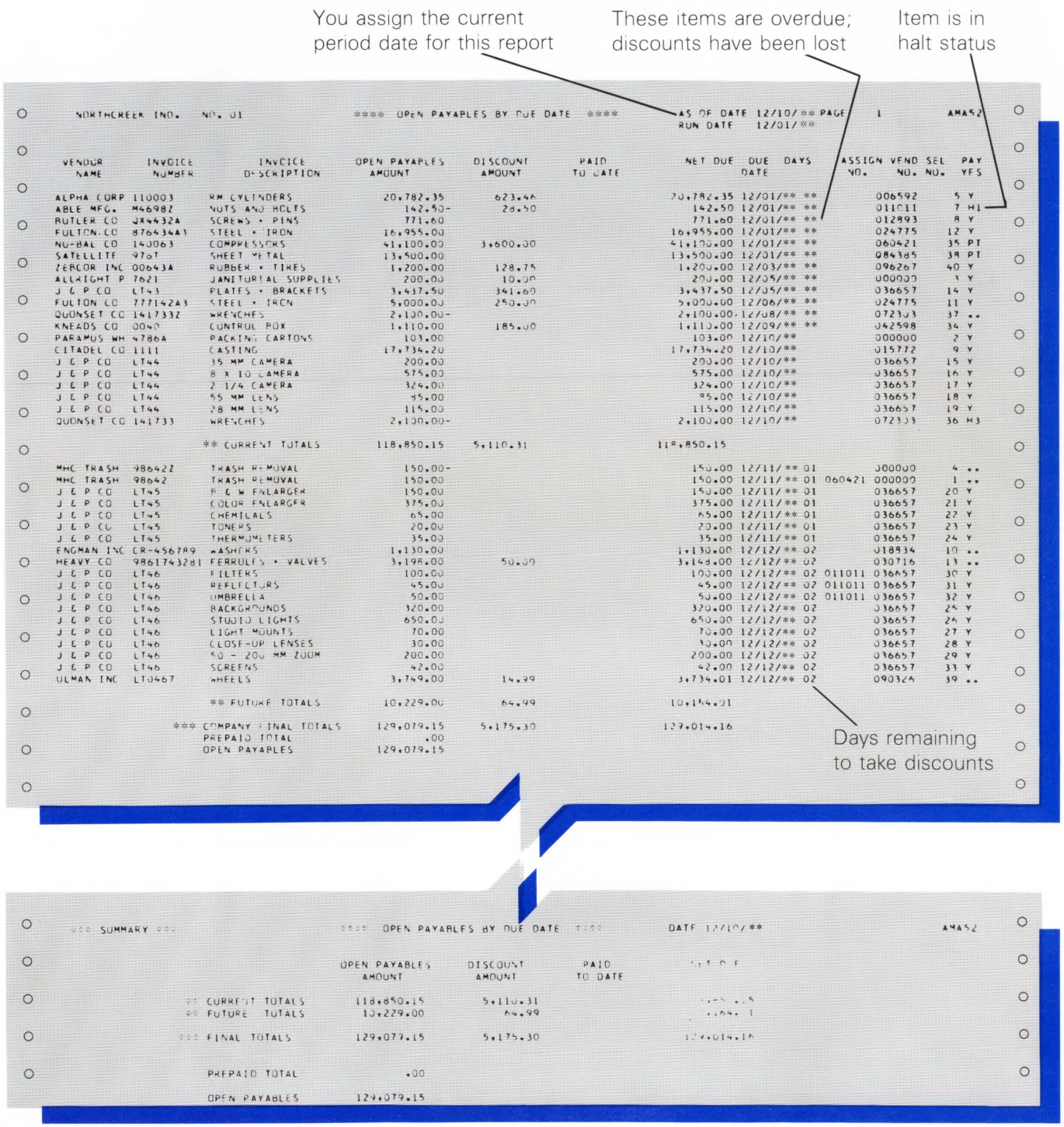
The Purchase Journal is printed only if you are using the accrual accounting method. It is printed after the operator has entered the batch and it has been edited by the application. If General Ledger is installed, the purchase transactions are passed to that application. In the cash method, the purchase transactions are passed to General Ledger when the invoice is paid.


NORTHCREEK IND. NO. 01
PURCHASE JOURNAL AND CHECK REVERSAL LISTING
RUN DATE 12/01/** TIME 15.41.45 PAGE 1 AMA13
BATCH DATE 12/01/** BATCH 002
ENTRY PERIOD 12
JOURNAL REF NO. | VEND NO. | ASSIGNEE NO. | INVOICE NO. | DESCRIPTION | GROSS AMOUNT | GL DEBIT NO. | GL DEBIT AMOUNT | GL CREDIT NO. | GL CREDIT AMOUNT | DUE DATE | PAY SEL NO.
PJ01-0001 000000 98642 TRASH REMOVAL EMERGENCY P/U 150.00 6170 150.00 12/11/** 1
PJ01-0002 MHC TRASH INVOICE TOTAL 2000 150.00
PJ01-0003 000000 47864 PACKING CARTONS 12/10/** 2
PJ01-0004 CARTONS 6X12 18.00 6170 18.00
PJ01-0005 CARTONS 8X15 22.00 6170 22.00
PJ01-0006 CARTONS 12X16 28.00 6170 28.00
PJ01-0007 CARTONS 20X28 35.00 6170 35.00
PJ01-0008 PARAMUS NH INVOICE TOTAL 2000 103.00
PJ01-0009 000000 7621 JANITORIAL SUPPLIES 1/15/** 3
10 CASES CLEANR 200.00 6160 200.00
ALLRIGHT P INVOICE TOTAL 2000 200.00
PJ01-0010 000000 986422 TRASH REMOVAL ** CREDIT MEMO 12/11/** 4
PJ01-0011 EMERGENCY P/U 150.00 6170 150.00
MHC TRASH INVOICE TOTAL 2000 150.00
PJ01-0012 006592 110003 RM CYLINDERS 12/01/** 5
PJ01-0013 PLATED CYLINDER 5,870.70 4100 5,870.70
PLATED CYLINDER 14,911.65 4100 14,911.65
PJ01-0014 ALPHA CORP INVOICE TOTAL 2000 20,782.35
PJ01-0015 011011 M4698 NUTS & BOLTS ** PREPAID CHECK NO. 120 12/12/** 6
NUT 142.50 4100 142.50
PJ01-0016 ABLE MFG. INVOICE TOTAL 2000 142.50
PJ01-0017 011011 M46982 NUTS AND BOLTS ** CREDIT MEMO 12/01/** 7
NUT 142.50 4100 142.50
Abbreviated vendor name
NUMBER OF INVOICES/CR MEMOS 40
OPEN PAYABLES 129,221.65
PREPAID INVOICES 142.50 COSTS 129,221.65
CHECK REVERSALS .00 CONTROL 138,206.65
DEBIT AMOUNT 138,206.65 CREDIT AMOUNT 138,206.65
Purchase journal number sequentially assigned
Operator uses this number to select this item for later payment

Selecting items for payment

The operator can obtain an Open Payables Listing to aid in the selection of items for payment. The report includes all necessary information to make the payment decision.

This report shows Open Payables by Due Date. It is also available in vendor sequence.


You assign the current period date for this report
These items are overdue; discounts have been lost
Item is in halt status
Days remaining to take discounts

NORTHCREEK IND. NO. 01 **** OPEN PAYABLES BY DUE DATE **** AS OF DATE 12/10/** PAGE 1 AMA52
RUN DATE 12/01/**

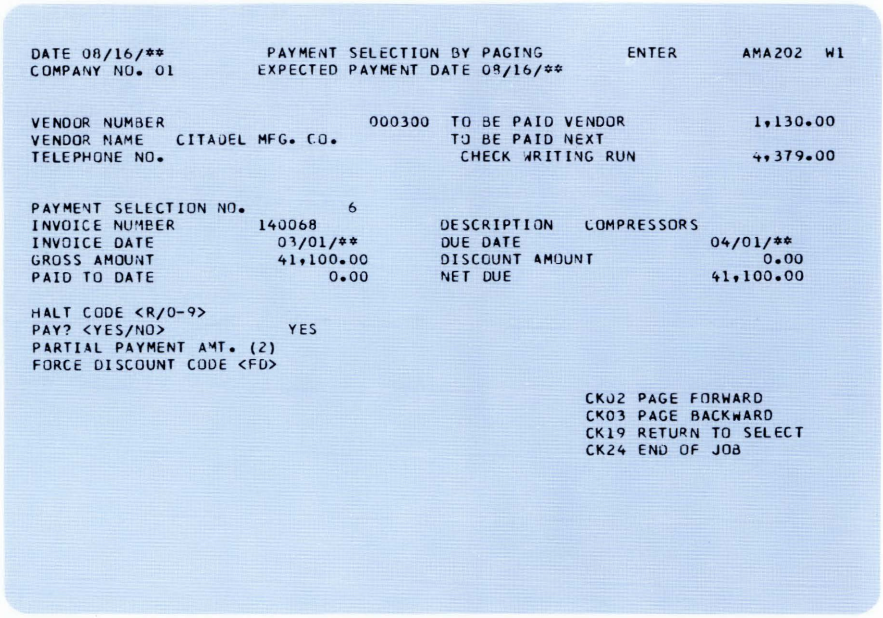
VENDOR NAME	INVOICE NUMBER	INVOICE DESCRIPTION	OPEN PAYABLES AMOUNT	DISCOUNT AMOUNT	PAID TO DATE	NET DUE DATE	DUE DAYS	ASSIGN NO.	VEND NO.	SEL	PAY YES
ALPHA CORP	110003	RM CYLINDERS	20,782.35	623.46		20,782.35	12/01/** **		006592		5 Y
ABLE MFG.	M46982	NUTS AND BOLTS	142.50-	28.50		142.50	12/01/** **		011011		7 H1
BUTLER CO	QX4432A	SCREWS + PINS	771.60			771.60	12/01/** **		012893		8 Y
FULTON CO	876434A3	STEEL + IRON	16,955.00			16,955.00	12/01/** **		024775		12 Y
NU-BAL CO	140063	COMPRESSORS	41,100.00	3,600.00		41,100.00	12/01/** **		060421		35 PT
SATELLITE	97GT	SHEET METAL	13,500.00			13,500.00	12/01/** **		084385		38 PT
ZERCOR INC	00643A	RUBBER + TIRES	1,200.00	128.75		1,200.00	12/03/** **		096267		40 Y
ALLRIGHT P	7621	JANITORIAL SUPPLIES	200.00	10.00		200.00	12/05/** **		000000		1 Y
J & P CO	LT43	PLATES + BRACKETS	3,437.50	341.60		3,437.50	12/05/** **		036657		14 Y
FULTON CO	7771423A3	STEEL + IRON	5,000.00	250.00		5,000.00	12/06/** **		024775		11 Y
QUONSET CO	1417332	WRENCHES	2,100.00-			2,100.00	12/08/** **		072303		37 ..
KNEADS CO	0040	CONTROL BOX	1,110.00	185.00		1,110.00	12/09/** **		042598		34 Y
PARAMUS WH	4786A	PACKING CARTONS	103.00			103.00	12/10/**		000000		2 Y
CITADEL CO	1111	CASTING	17,734.20			17,734.20	12/10/**		015772		9 Y
J & P CO	LT44	35 MM CAMERA	200.00			200.00	12/10/**		036657		15 Y
J & P CO	LT44	8 X 10 CAMERA	575.00			575.00	12/10/**		036657		16 Y
J & P CO	LT44	2 1/4 CAMERA	324.00			324.00	12/10/**		036657		17 Y
J & P CO	LT44	55 MM LENS	95.00			95.00	12/10/**		036657		18 Y
J & P CO	LT44	28 MM LENS	115.00			115.00	12/10/**		036657		19 Y
QUONSET CO	141733	WRENCHES	2,100.00-			2,100.00	12/10/**		072303		36 H3
		** CURRENT TOTALS	118,850.15	5,110.31		118,850.15					
MHC TRASH	98642Z	TRASH REMOVAL	150.00-			150.00	12/11/** 01		000000		4 ..
MHC TRASH	98642	TRASH REMOVAL	150.00			150.00	12/11/** 01	060421	000000		1 ..
J & P CO	LT45	B & W ENLARGER	150.00			150.00	12/11/** 01		036657		20 Y
J & P CO	LT45	COLOR ENLARGER	375.00			375.00	12/11/** 01		036657		21 Y
J & P CO	LT45	CHEMICALS	65.00			65.00	12/11/** 01		036657		22 Y
J & P CO	LT45	TONERS	20.00			20.00	12/11/** 01		036657		23 Y
J & P CO	LT45	THERMOMETERS	35.00			35.00	12/11/** 01		036657		24 Y
ENGMAN INC	CR-4567R9	WASHERS	1,130.00			1,130.00	12/12/** 02		018934		10 ..
HEAVY CO	9861743281	FERRULES + VALVES	3,198.00	50.09		3,148.00	12/12/** 02		030716		13 ..
J & P CO	LT46	FILTERS	100.00			100.00	12/12/** 02	011011	036657		30 Y
J & P CO	LT46	REFLECTORS	45.00			45.00	12/12/** 02	011011	036657		31 Y
J & P CO	LT46	UMBRELLA	50.00			50.00	12/12/** 02	011011	036657		32 Y
J & P CO	LT46	BACKGROUNDS	320.00			320.00	12/12/** 02		036657		25 Y
J & P CO	LT46	STUDIO LIGHTS	650.00			650.00	12/12/** 02		036657		26 Y
J & P CO	LT46	LIGHT MOUNTS	70.00			70.00	12/12/** 02		036657		27 Y
J & P CO	LT46	CLOSE-UP LENSES	30.00			30.00	12/12/** 02		036657		28 Y
J & P CO	LT46	50 - 200 MM ZOOM	200.00			200.00	12/12/** 02		036657		29 Y
J & P CO	LT46	SCREENS	42.00			42.00	12/12/** 02		036657		33 Y
ULMAN INC	LT0467	WHEELS	3,749.00	14.99		3,734.01	12/12/** 02		090326		39 ..
		** FUTURE TOTALS	10,229.00	64.99		10,164.01					
		*** COMPANY FINAL TOTALS	129,079.15	5,175.30		129,014.16					
		PREPAID TOTAL	.00								
		OPEN PAYABLES	129,079.15								

*** SUMMARY *** **** OPEN PAYABLES BY DUE DATE **** DATE 12/10/** AMA52

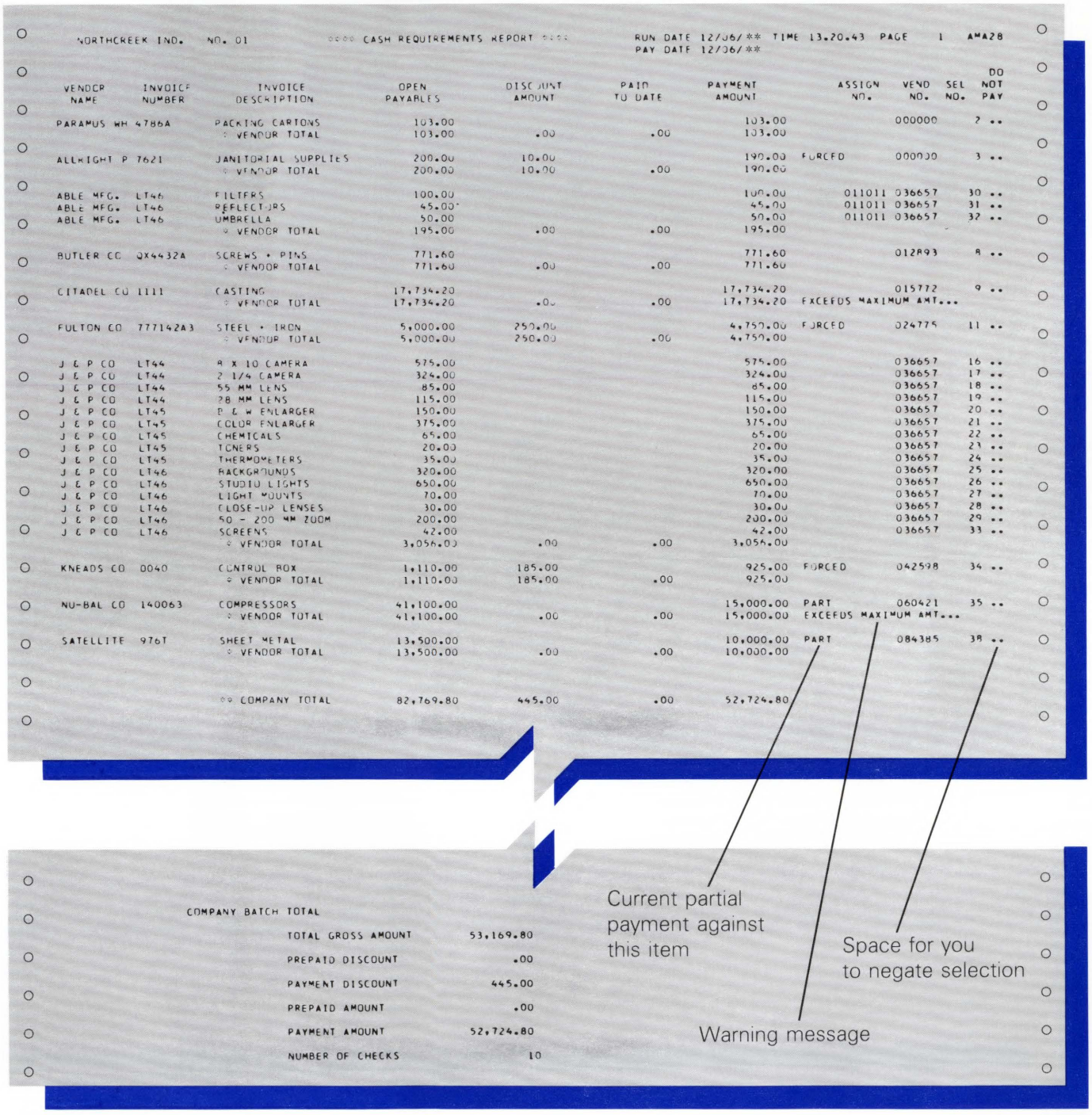
	OPEN PAYABLES AMOUNT	DISCOUNT AMOUNT	PAID TO DATE	NET DUE
** CURRENT TOTALS	118,850.15	5,110.31		[illegible]
** FUTURE TOTALS	10,229.00	64.99		[illegible]
*** FINAL TOTALS	129,079.15	5,175.30		[illegible]
PREPAID TOTAL	.00			
OPEN PAYABLES	129,079.15			

Optionally, the operator can use the Payment Selection by Paging screen to display the Open Payables file and choose items to be paid. The display maintains running totals of the amount to be paid to a vendor as you are paging through his invoices, as well as the grand total to be paid in the next check printing.

With this method, you can select items in a one-step operation as you page through the Open Payables file. There is no need to wait for a report, make your payment selections, and then enter them into the application.



Regardless of the method chosen to select items for payment, the Cash Requirements Report is produced when the selection process is completed. This is a detailed listing of items that will be paid. If you want to make changes at this time, the operator can repeat Payment Selection, entering only the desired changes. Then an updated Cash Requirements Report will be printed reflecting only the remaining selected items.



NORTHCREEK IND. NO. 01 **** CASH REQUIREMENTS REPORT **** RUN DATE 12/06/** TIME 13.20.43 PAGE 1 AMA28
PAY DATE 12/06/**

VENDOR NAME	INVOICE NUMBER	INVOICE DESCRIPTION	OPEN PAYABLES	DISCOUNT AMOUNT	PAID TO DATE	PAYMENT AMOUNT		ASSIGN NO.	VEND NO.	SEL NO.	DO NOT PAY
PARAMUS WH	4786A	PACKING CARTONS	103.00			103.00			000000	2	**
		* VENDOR TOTAL	103.00	.00	.00	103.00					
ALLRIGHT P	7621	JANITORIAL SUPPLIES	200.00	10.00		190.00	FORCED		000000	3	**
		* VENDOR TOTAL	200.00	10.00	.00	190.00					
ABLE MFG.	LT46	FILTERS	100.00			100.00		011011	036657	30	**
ABLE MFG.	LT46	REFLECTORS	45.00			45.00		011011	036657	31	**
ABLE MFG.	LT46	UMBRELLA	50.00			50.00		011011	036657	32	**
		* VENDOR TOTAL	195.00	.00	.00	195.00					
BUTLER CO	QX4432A	SCREWS + PINS	771.60			771.60			012893	8	**
		* VENDOR TOTAL	771.60	.00	.00	771.60					
CITADEL CO	1111	CASTING	17,734.20			17,734.20			015772	9	**
		* VENDOR TOTAL	17,734.20	.00	.00	17,734.20	EXCEEDS MAXIMUM AMT...				
FULTON CO	777142A3	STEEL + IRON	5,000.00	250.00		4,750.00	FORCED		024775	11	**
		* VENDOR TOTAL	5,000.00	250.00	.00	4,750.00					
J & P CO	LT44	8 X 10 CAMERA	575.00			575.00			036657	16	**
J & P CO	LT44	2 1/4 CAMERA	324.00			324.00			036657	17	**
J & P CO	LT44	55 MM LENS	85.00			85.00			036657	18	**
J & P CO	LT44	28 MM LENS	115.00			115.00			036657	19	**
J & P CO	LT45	B & W ENLARGER	150.00			150.00			036657	20	**
J & P CO	LT45	COLOR ENLARGER	375.00			375.00			036657	21	**
J & P CO	LT45	CHEMICALS	65.00			65.00			036657	22	**
J & P CO	LT45	TONERS	20.00			20.00			036657	23	**
J & P CO	LT45	THERMOMETERS	35.00			35.00			036657	24	**
J & P CO	LT46	BACKGROUNDS	320.00			320.00			036657	25	**
J & P CO	LT46	STUDIO LIGHTS	650.00			650.00			036657	26	**
J & P CO	LT46	LIGHT MOUNTS	70.00			70.00			036657	27	**
J & P CO	LT46	CLOSE-UP LENSES	30.00			30.00			036657	28	**
J & P CO	LT46	50 - 200 MM ZOOM	200.00			200.00			036657	29	**
J & P CO	LT46	SCREENS	42.00			42.00			036657	33	**
		* VENDOR TOTAL	3,056.00	.00	.00	3,056.00					
KNEADS CO	0040	CONTROL BOX	1,110.00	185.00		925.00	FORCED		042598	34	**
		* VENDOR TOTAL	1,110.00	185.00	.00	925.00					
NU-BAL CO	140063	COMPRESSORS	41,100.00			15,000.00	PART		060421	35	**
		* VENDOR TOTAL	41,100.00	.00	.00	15,000.00	EXCEEDS MAXIMUM AMT...				
SATELLITE	976T	SHEET METAL	13,500.00			10,000.00	PART		084385	38	**
		* VENDOR TOTAL	13,500.00	.00	.00	10,000.00					
		** COMPANY TOTAL	82,769.80	445.00	.00	52,724.80					

COMPANY BATCH TOTAL

TOTAL GROSS AMOUNT	53,169.80
PREPAID DISCOUNT	.00
PAYMENT DISCOUNT	445.00
PREPAID AMOUNT	.00
PAYMENT AMOUNT	52,724.80
NUMBER OF CHECKS	10

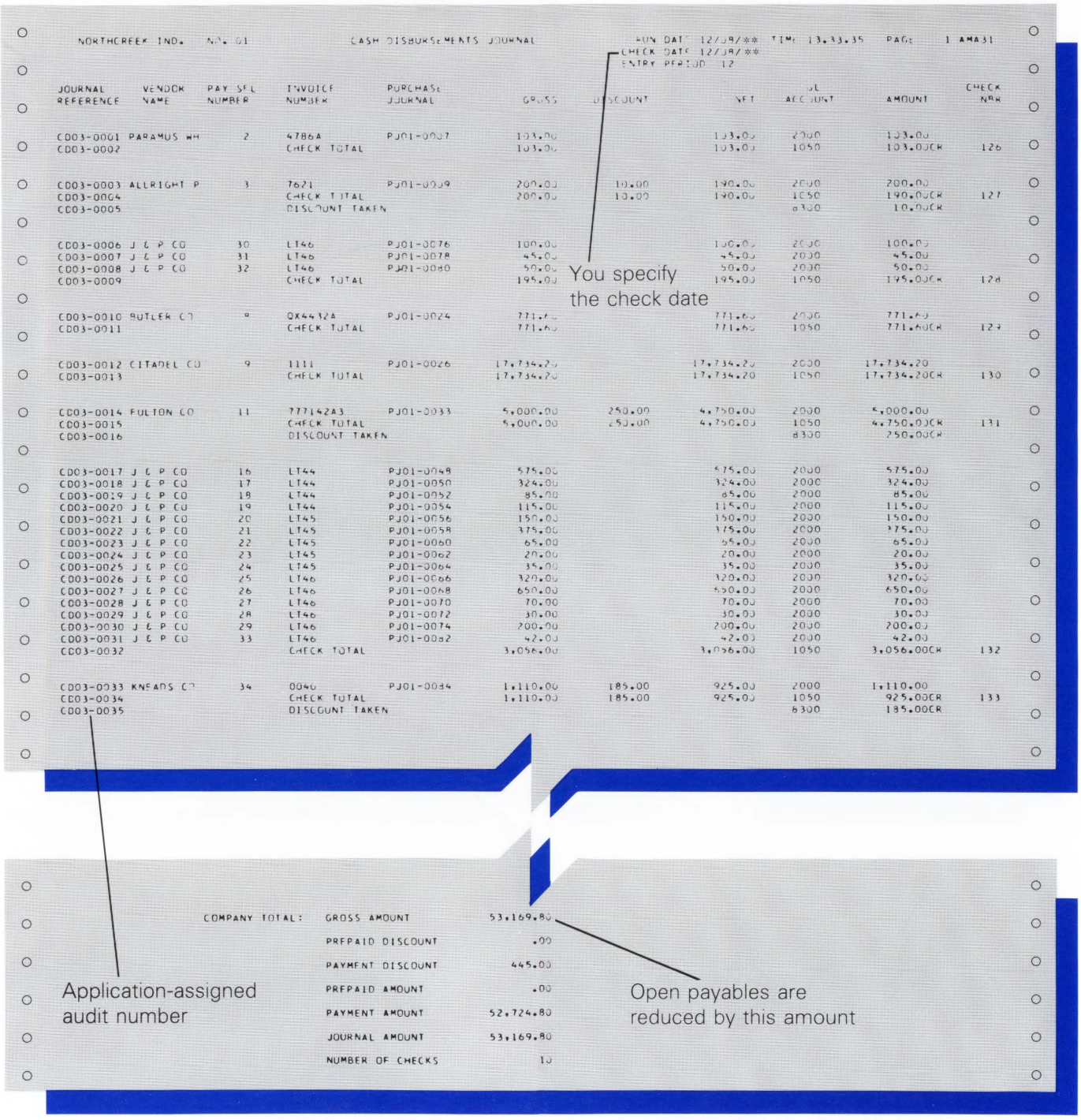
Current partial payment against this item

Space for you to negate selection

Warning message

Making payments

When payments are made the application produces a Cash Disbursements Journal and generates transactions for General Ledger. The journal reference number, assigned sequentially by the system, is passed to General Ledger with each transaction.



Next, the system prints Accounts Payable checks and makes entries in the Check Reconciliation file. If the payment is to an assignee, the system prints the vendor's name and address on the remittance statement.

INVOICE NUMBER	INVOICE DATE	DESCRIPTION	GROSS AMOUNT	DISCOUNT	NET AMOUNT
	VENDOR	JOHNSON & PARTNERS CO.		CHECK DATE	12/08/**
LT44	11/10/**	8 X 10 CAMERA	575.00		575.00
LT44	11/10/**	2 1/4 CAMERA	324.00		324.00
LT44	11/10/**	55 MM LENS	85.00		85.00
LT44	11/10/**	28 MM LENS	115.00		115.00
LT45	11/11/**	B & W ENLARGER	150.00		150.00
LT45	11/11/**	COLOR ENLARGER	375.00		375.00
LT45	11/11/**	CHEMICALS	65.00		65.00
LT45	11/11/**	TONERS	20.00		20.00
LT45	11/11/**	THERMOMETERS	35.00		35.00
LT46	11/12/**	BACKGROUNDS	320.00		320.00
LT46	11/12/**	STUDIO LIGHTS	650.00		650.00
LT46	11/12/**	LIGHT MOUNTS	70.00		70.00
		CONTINUED ON REMITTANCE ADVICE			
CHECK NO 132		TOTALS	3,056.00		3,056.00

SAMPLE PRINTED CHECK

CHECK DATE	CHECK NUMBER
12/08/**	132

CHECK AMOUNT
$ *******3,056.00

TO THE ORDER OF

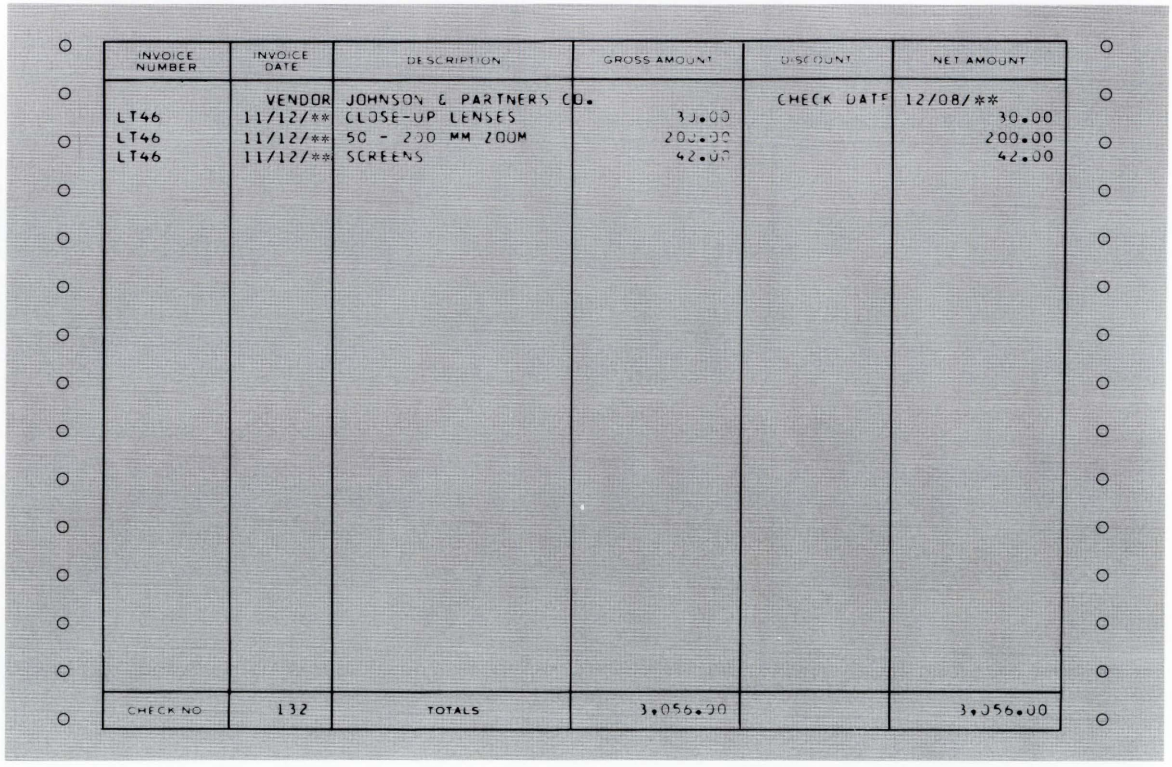
JOHNSON & PARTNERS CO.
SO. COURTWRIGHT
BUFFALO, NY
20155

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

"000130" :000000000:

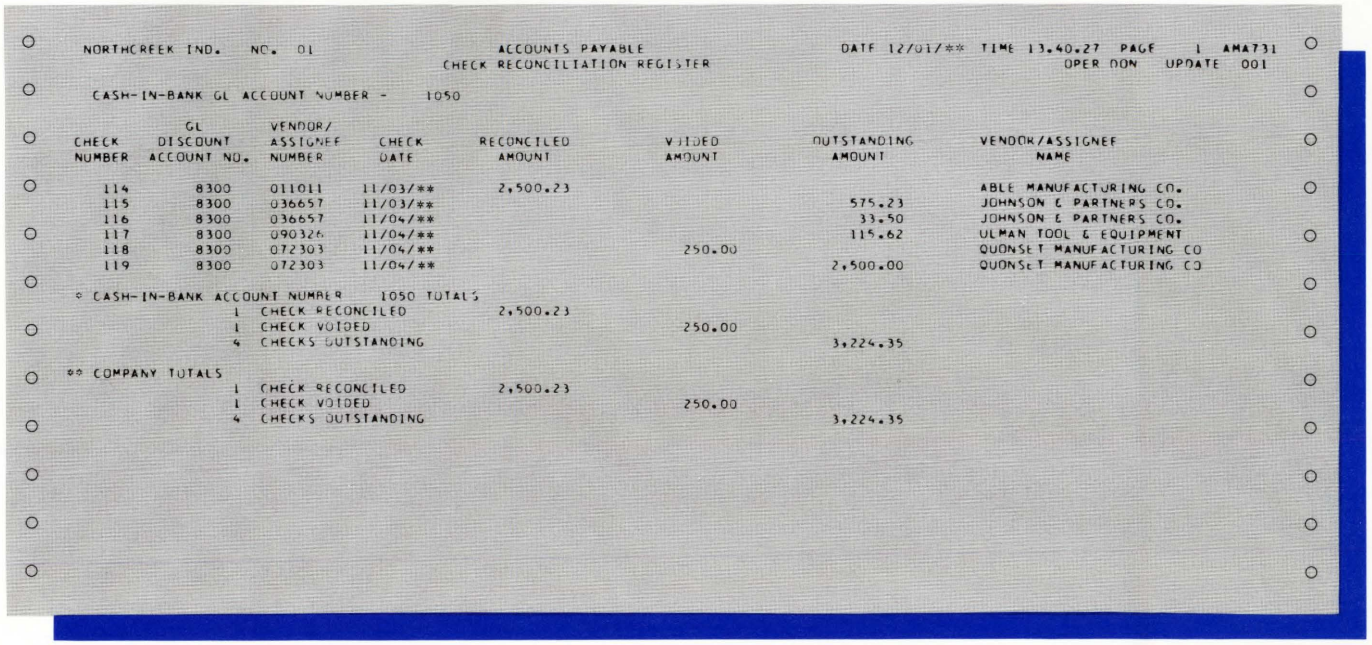
If the number of invoices being paid exceeds the number that can be printed on one remittance advice stub, the excess invoices are stored for later printing on a continuous form remittance advice stub.



INVOICE NUMBER	INVOICE DATE	DESCRIPTION	GROSS AMOUNT	DISCOUNT	NET AMOUNT
	VENDOR	JOHNSON & PARTNERS CO.		CHECK DATE	12/08/**
LT46	11/12/**	CLOSE-UP LENSES	30.00		30.00
LT46	11/12/**	50 - 200 MM ZOOM	200.00		200.00
LT46	11/12/**	SCREENS	42.00		42.00
CHECK NO	132	TOTALS	3,056.00		3,056.00

Reconciling checks

When the bank statement is received, the operator uses information from the canceled checks to perform the reconciliation. The application prints the Check Reconciliation Register as an audit trail of cleared checks.



NORTHCREEK IND. NO. 01 ACCOUNTS PAYABLE DATE 12/01/** TIME 13.40.27 PAGE 1 AMA731
CHECK RECONCILIATION REGISTER OPER DON UPDATE 001

CASH-IN-BANK GL ACCOUNT NUMBER - 1050

CHECK NUMBER	GL DISCOUNT ACCOUNT NO.	VENDOR/ ASSIGNEE NUMBER	CHECK DATE	RECONCILED AMOUNT	VOIDED AMOUNT	OUTSTANDING AMOUNT	VENDOR/ASSIGNEE NAME
114	8300	011011	11/03/**	2,500.23			ABLE MANUFACTURING CO.
115	8300	036657	11/03/**			575.23	JOHNSON & PARTNERS CO.
116	8300	036657	11/04/**			33.50	JOHNSON & PARTNERS CO.
117	8300	090326	11/04/**			115.62	ULMAN TOOL & EQUIPMENT
118	8300	072303	11/04/**		250.00		QUONSET MANUFACTURING CO
119	8300	072303	11/04/**			2,500.00	QUONSET MANUFACTURING CO

* CASH-IN-BANK ACCOUNT NUMBER 1050 TOTALS

1	CHECK RECONCILED	2,500.23	
1	CHECK VOIDED	250.00	
4	CHECKS OUTSTANDING		3,224.35

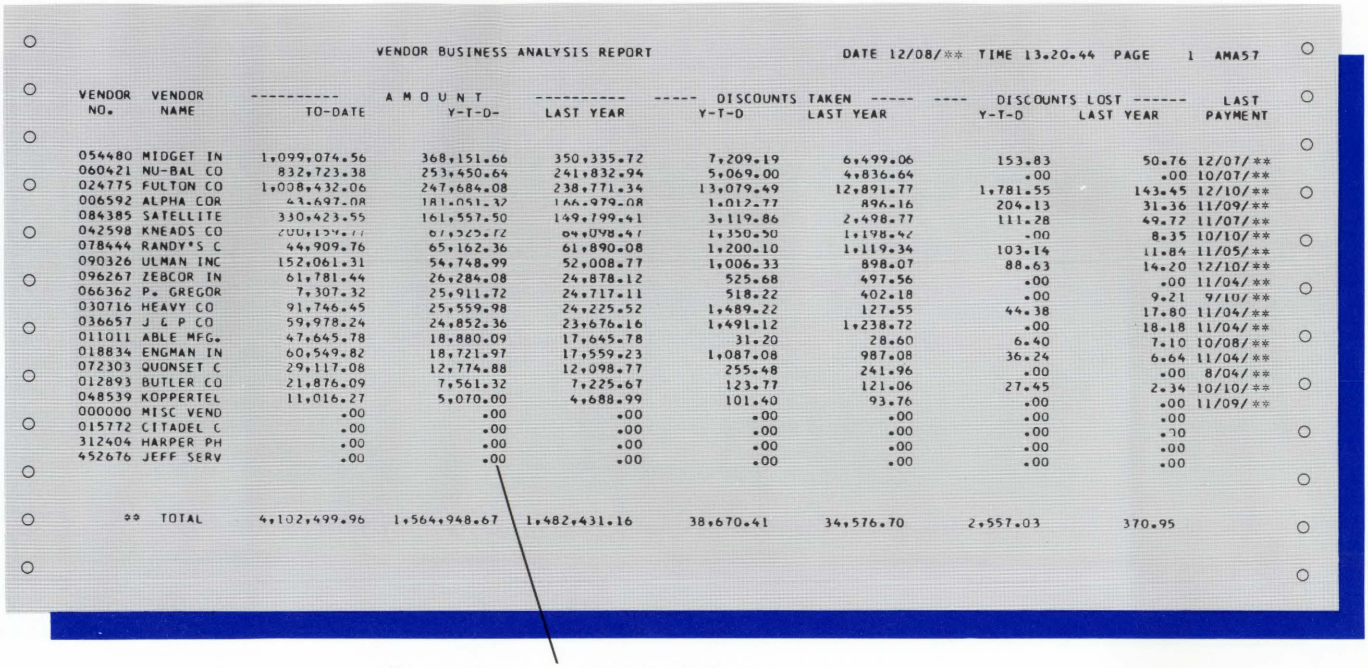
** COMPANY TOTALS

1	CHECK RECONCILED	2,500.23	
1	CHECK VOIDED	250.00	
4	CHECKS OUTSTANDING		3,224.35

Printing Vendor Analysis reports

These reports are available on demand in the Accounts Payable application. You can use them in analyzing and tracking vendors for such things as total dollar volumes, frequency of taking or not taking discounts, and so on.

Vendor Business Analysis Report



VENDOR BUSINESS ANALYSIS REPORT DATE 12/08/** TIME 13.20.44 PAGE 1 AMA57

VENDOR NO.	VENDOR NAME	AMOUNT TO-DATE	AMOUNT Y-T-D-	AMOUNT LAST YEAR	DISCOUNTS TAKEN Y-T-D	DISCOUNTS TAKEN LAST YEAR	DISCOUNTS LOST Y-T-D	DISCOUNTS LOST LAST YEAR	LAST PAYMENT
054480	MIDGET IN	1,099,074.56	368,151.66	350,335.72	7,209.19	6,499.06	153.83	50.76	12/07/**
060421	NU-BAL CO	832,723.38	253,450.64	241,832.94	5,069.00	4,836.64	.00	.00	10/07/**
024775	FULTON CO	1,008,432.06	247,684.08	238,771.34	13,079.49	12,891.77	1,781.55	143.45	12/10/**
006592	ALPHA COR	43,697.08	181,051.32	166,979.08	1,012.77	896.16	204.13	31.36	11/09/**
084385	SATELLITE	330,423.55	161,557.50	149,799.41	3,119.86	2,498.77	111.28	49.72	11/07/**
042598	KNEADS CO	200,154.77	67,325.72	64,098.47	1,350.50	1,198.42	.00	8.35	10/10/**
078444	RANDY'S C	44,909.76	65,162.36	61,890.08	1,200.10	1,119.34	103.14	11.84	11/05/**
090326	ULMAN INC	152,061.31	54,748.99	52,008.77	1,006.33	898.07	88.63	14.20	12/10/**
096267	ZEBCOR IN	61,781.44	26,284.08	24,878.12	525.68	497.56	.00	.00	11/04/**
066362	P. GREGOR	7,307.32	25,911.72	24,717.11	518.22	402.18	.00	9.21	9/10/**
030716	HEAVY CO	91,746.45	25,559.98	24,225.52	1,489.22	127.55	44.38	17.80	11/04/**
036657	J & P CO	59,978.24	24,852.36	23,676.16	1,491.12	1,238.72	.00	18.18	11/04/**
011011	ABLE MFG.	47,645.78	18,880.09	17,645.78	31.20	28.60	6.40	7.10	10/08/**
018834	ENGMAN IN	60,549.82	18,721.97	17,559.23	1,087.08	987.08	36.24	6.64	11/04/**
072303	QUONSET C	29,117.08	12,774.88	12,098.77	255.48	241.96	.00	.00	8/04/**
012893	BUTLER CO	21,876.09	7,561.32	7,225.67	123.77	121.06	27.45	2.34	10/10/**
048539	KOPPERTEL	11,016.27	5,070.00	4,688.99	101.40	93.76	.00	.00	11/09/**
000000	MISC VEND	.00	.00	.00	.00	.00	.00	.00	
015772	CITADEL C	.00	.00	.00	.00	.00	.00	.70	
312404	HARPER PH	.00	.00	.00	.00	.00	.00	.00	
452676	JEFF SERV	.00	.00	.00	.00	.00	.00	.00	
**	TOTAL	4,102,499.96	1,564,948.67	1,482,431.16	38,670.41	34,576.70	2,557.03	370.95	

Report is sequenced by YTD payments

Vendor Analysis Report

VENDOR ANALYSIS REPORT DATE 12/08/** TIME 17.05.04 PAGE 1 AMA55

VENDOR NO.	VENDOR NAME	AMOUNT TO-DATE	AMOUNT Y-T-D	AMOUNT LAST YEAR	DISCOUNTS TAKEN Y-T-D	DISCOUNTS TAKEN LAST YEAR	DISCOUNTS LOST Y-T-D	DISCOUNTS LOST LAST YEAR	LAST PAYMENT
000000	MISC VEND	.00	.00	.00	.00	.00	.00	.00	
006592	ALPHA COR	43,697.08	181,051.32	166,979.08	1,012.77	896.16	204.13	31.36	11/09/**
011011	ABLE MFG.	47,645.78	18,880.09	17,645.78	31.20	28.60	6.40	7.10	10/08/**
012893	BUTLER CO	21,876.09	7,561.32	7,225.67	123.77	121.06	27.45	2.34	10/10/**
015772	CITADEL C	.00	.00	.00	.00	.00	.00	.00	
018834	ENGMAN IN	60,549.82	18,721.97	17,559.23	1,087.08	987.08	36.24	6.64	11/04/**
024775	FULTON CO	1,008,432.06	247,684.08	238,771.34	13,079.49	12,891.77	1,781.55	143.45	12/10/**
030716	HEAVY CO	91,746.45	25,559.98	24,225.52	1,489.22	127.55	44.38	17.80	11/04/**
036657	J C P CO	59,978.24	24,852.36	23,676.16	1,491.12	1,238.72	.00	18.18	11/04/**
042598	KNEADS CO	200,159.77	67,525.72	64,098.47	1,350.50	1,198.42	.00	8.35	10/10/**
048539	KOPPERTEL	11,016.27	5,070.00	4,688.99	101.40	93.76	.00	.00	11/09/**
054480	MIDGET IN	1,099,074.56	368,151.66	350,335.72	7,209.19	6,499.06	153.83	50.76	12/07/**
060421	NU-BAL CO	832,723.38	253,450.64	241,832.94	5,069.00	4,836.64	.00	.00	10/07/**
066362	P. GREGOR	7,307.32	25,911.72	24,717.11	518.22	402.18	.00	9.21	9/10/**
072303	QUONSET C	29,117.08	12,774.88	12,098.77	255.48	241.96	.00	.00	8/04/**
078444	RANDY'S C	44,909.76	65,162.36	61,890.08	1,200.10	1,119.34	103.14	11.84	11/05/**
084385	SATELLITE	330,423.55	161,557.50	149,799.41	3,119.86	2,498.77	111.28	49.72	11/07/**
090326	ULMAN INC	152,061.31	54,748.99	52,008.77	1,006.33	898.07	88.63	14.20	12/10/**
096267	ZEBCOR IN	61,781.44	26,284.08	24,878.12	525.68	497.56	.00	.00	11/04/**
312404	HARPER PH	.00	.00	.00	.00	.00	.00	.00	
452676	JEFF SERV	.00	.00	.00	.00	.00	.00	.00	
**	TOTAL	4,102,499.96	1,564,948.67	1,482,431.16	38,670.41	34,576.70	2,557.03	370.95	

Report is sequenced by vendor number

Inquiry

Two inquires are available in the Accounts Payable application. The first shows the open invoices for a vendor. You can page forward or backward through that vendor's invoices.

```
DATE 01/13/**          VENDOR OPEN INVOICES INQUIRY                  AMA203  01
COMPANY NO. 01       EXPECTED PAYMENT DATE 01/01/**


VENDOR NUMBER                    011011
VENDOR NAME   ABLE MANUFACTURING CO.
TELEPHONE NO.              606-555-4912


PAYMENT SELECTION NO.       130
INVOICE NUMBER              130        DESCRIPTION   TESTING MATERIALS
INVOICE DATE              09/15/**     DUE DATE                  10/05/**
GROSS AMOUNT              875.50       DISCOUNT AMOUNT              .00
PAID TO DATE              250.00       NET DUE                   625.50

HALT CODE <R/0-9>
PAY? <YES/NO>                  NO
PARTIAL PAYMENT AMT.           .00
FORCE DISCOUNT CODE <FD>

                                          CK02 PAGE FORWARD
                                          CK03 PAGE BACKWARD
                                          CK19 RETURN TO SELECT
                                          CK24 END OF JOB
```

The second inquiry ages the Open Payables file with five dates you supply and displays the total open payables due on each of the dates.

```
DATE 12/10/**          AGED OPEN PAYABLES INQUIRY        OPTIONS    AMA802  02


                COMPANY NO.   01

                AS OF DATE    12/10/**

               AGING DATE          NET AMOUNT DUE
                12/05/**               93,128.64
                12/10/**               19,312.20
                12/15/**                8,012.01
                12/31/**                     .00
                01/15/**                  103.00-

                  TOTAL DUE           120,349.00


                                          CK10 SELECT OPTIONS
                                          CK24 END OF JOB
```

Payroll

Information flow

Figure 2-3 shows how information flows through the Payroll application. The numbers in the following discussion refer to this figure.

The operator enters Payroll information through the display station 1 or information is passed from the Data Collection System Support application 2 (if it is installed). If the Production Control and Costing application is installed, information is passed to it 3.

At the end of a pay period, the operator selects the employees to be paid. The application calculates gross earnings, subtracts legal and voluntary deductions, and prints the paychecks 4. Next, several reports are produced 5 and transactions are passed to the General Ledger application 6.

When the bank statement is received, the operator enters information from the canceled checks to perform Check Reconciliation 7

The system produces required government reports and forms 8 each quarter and at year-end.

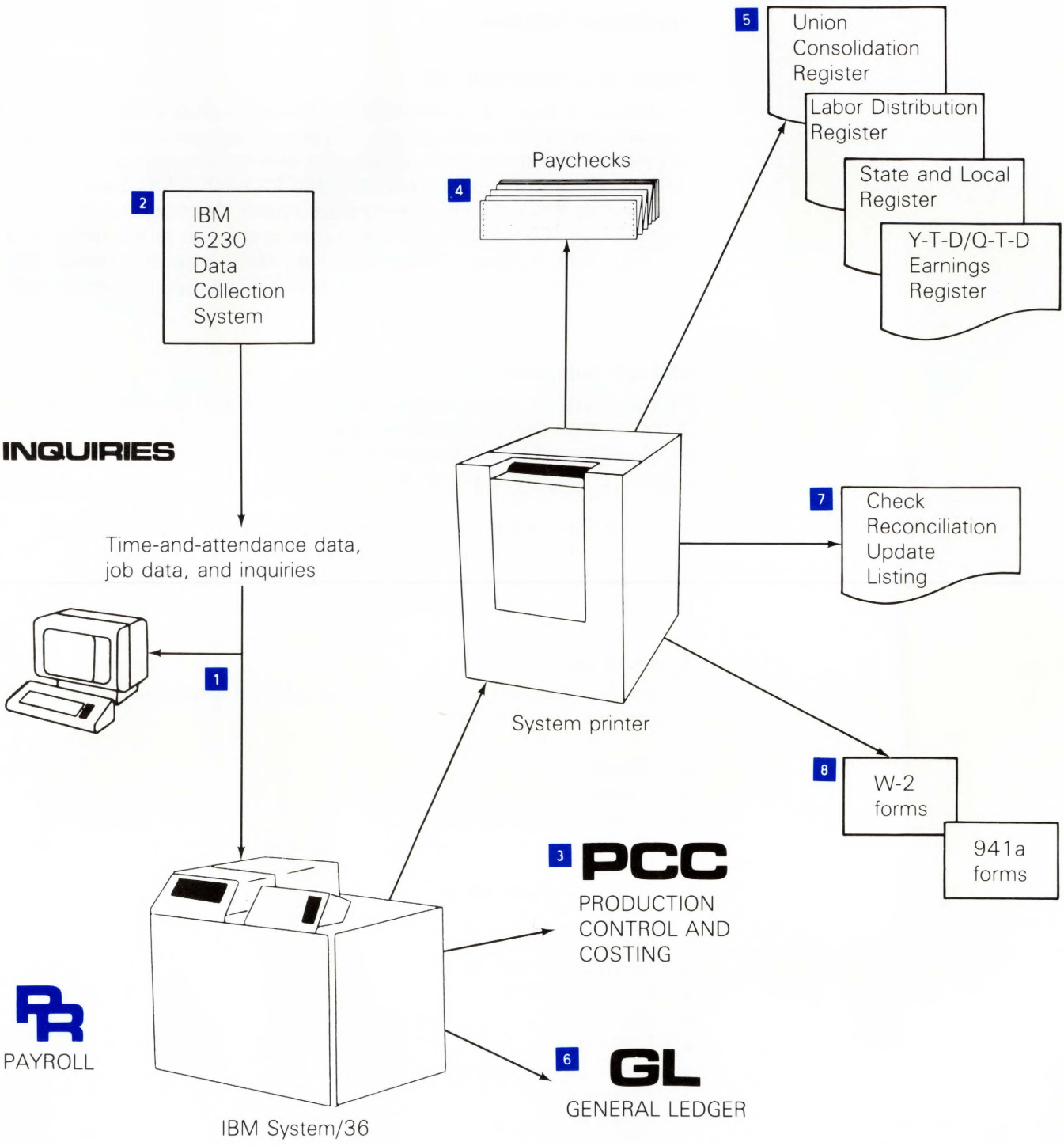


Figure 2-3. Payroll information flow

Application functions

Online data entry and edit

All data for Payroll is either entered through a display station or passed from other applications. To ensure accuracy, online data entry and editing are used for all data entered through a display station. Operator guidance is provided for each field. Each record is edited as it is entered. If errors are found, the operator is notified immediately by error messages displayed at the bottom of the data entry screen. These messages tell the operator what the specific errors are. Only when the data is error-free is it accepted by the application.

Multiple companies

Payroll supports up to twenty companies; information is retained in the system independently for each company. Therefore, processing can be performed for selected companies. All reports contain company identification.

Payroll assumes that the companies are separate legal entities. Therefore, if an employee permanently transfers from one company to another, all legal and voluntary deductions are restarted. No prior deductions are assumed (for example, FICA).

Types of pay

Payroll can process both hourly and salaried employees and several pay frequencies:

- Weekly
- Biweekly
- Semimonthly
- Monthly

Pay can be calculated on:

- Regular hours
- Time-and-a-half hours
- Double-time hours
- Double-time-and-a-half hours
- Triple-time hours
- Negative hours (for correction)

Various pay rates and adjustments can be applied:

- Individual rate
- Special rate
- Shift differentials
- Taxable adjustments
- Nontaxable adjustments

Taxes

The Payroll application calculates Federal withholding tax, FICA, and can calculate up to three local taxes (other than federal) per employee. The "local" taxes can be state, county, and municipal; or two states and one municipal; or any other combination. Algorithms in the program support most state taxes and many county and municipal taxes. Payroll also handles most present state disability insurance deductions.

Deductions

The application calculates miscellaneous deductions using a percent, a fixed amount, an hourly rate, an upper limit, or a periodic cycle, at any frequency you specify.

The application calculates union deductions using a percent, an hourly rate, and a fixed amount, at the frequency you specify. Union deductions can be taxable or nontaxable, and they can be paid by the employer or the employee.

Paycheck printing and reconciliation

When the application prints paychecks, it also makes entries in the Payroll Check Reconciliation file. This allows the checks to be reconciled when the bank statement is received.

Report selection

Many reports are available after paychecks are printed. You will probably want some of these reports, but not all of them. You can specify which ones should be automatically printed each pay period. You will receive the same reports each period thereafter without having to re-select the reports each time. You can change your selections easily through the application tailoring procedure.

Labor and shop order distribution

Two of the reports available after the paychecks are written are the Labor Distribution Register and a Shop Order Distribution Register. These two reports reflect costs by work center within department, and by operation within shop order.

Government reports and forms

At the end of each quarter, the system prints 941a forms. At the end of the year, the system prints W-2 forms.

Payoffs

When an employee is paid with a manually written check, the process is called a "payoff." For these employees, the operator enters the actual pay information into the system. The system prints the payoff information on the standard reports, updates the appropriate files, and distributes the labor.

Sick-pay taxes

When you install the Payroll application, you can specify whether the following taxes are to be deducted from sick pay:

- Federal income tax
- FICA
- State
- County
- Local
- State disability insurance

Interfaces

If Data Collection System Support is installed, it passes time-and-attendance records and shop order records to the Payroll application.

If General Ledger is installed, Payroll generates transactions that represent the activity of the Payroll cycle. These transactions are shown on the Payroll Distribution Journal and passed to General Ledger.

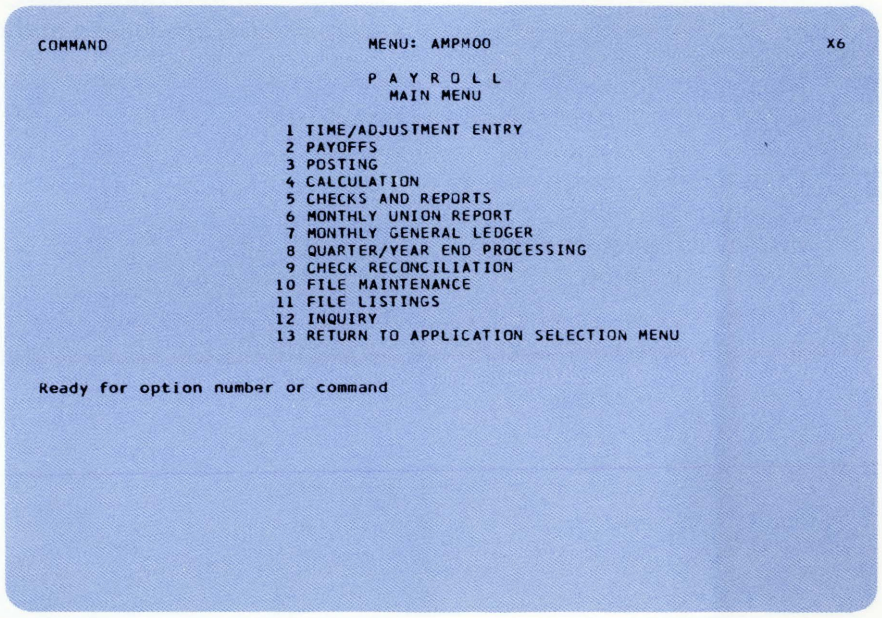
If Production Control and Costing is installed, Payroll passes job-related labor information to that application to be posted to the appropriate shop order operation.

Inquiry

The inquiry provided with the Payroll application allows an operator who has the proper security code to look at an employee's payroll data stored in the system. Personnel data and year-to-date earnings and taxes are displayed.

Operations

Operation of the Payroll application begins with the Payroll Main Menu. Using this screen, the display station operator selects the desired job. When the job is completed, the operator returns to this screen to select the next operation.

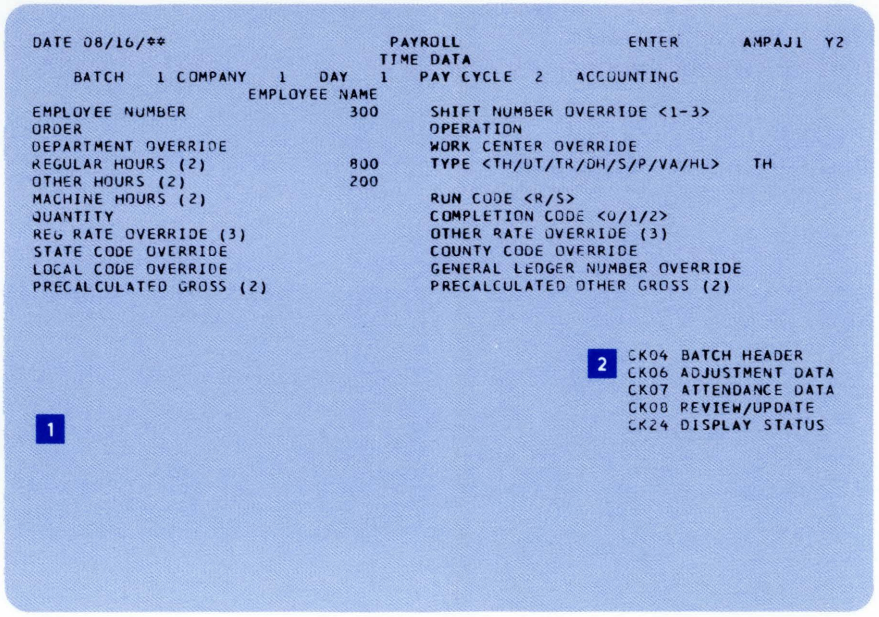


Entering Payroll information

As Payroll information (in the form of daily or weekly timesheets, employee payroll adjustments, and vacation information) is received, you should gather it into convenient batches, take manual totals (for control purposes), and give the information to the display station operator. The operator then enters labor related data into the system using the display shown. Other displays are used for adjustments, vacations, and miscellaneous information. Information from Data Collection System Support, if installed, is also processed at this point.

1 Messages appear in the lower left of the display.

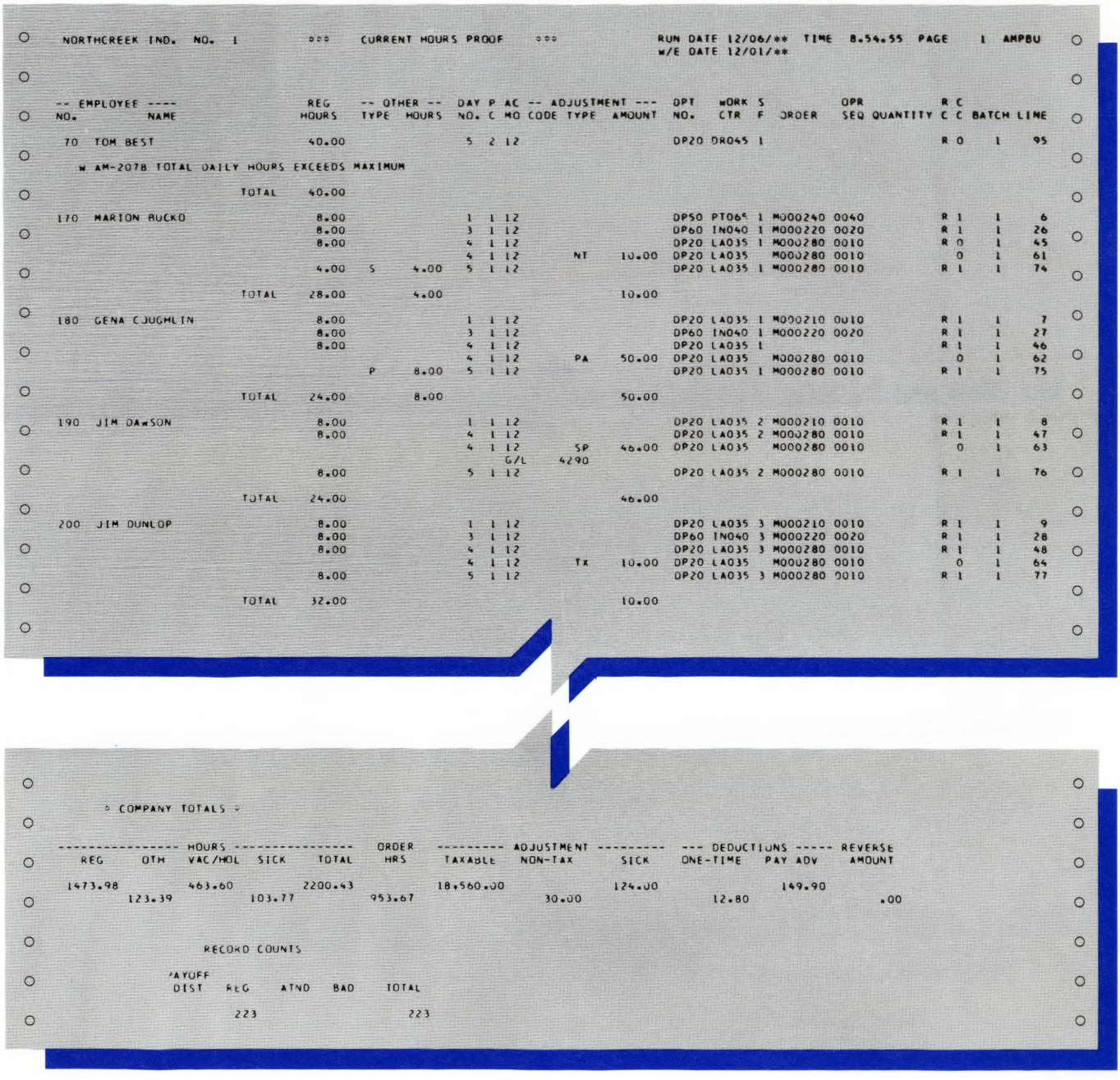
2 Command keys you can use to get to other displays appear on the lower right of the display.



As an alternative method, the operator can enter the transactions by using an offline diskette entry system. The diskette can then be read into the System/36.

Gross earnings calculations

After the operator has entered all required information and it has been edited and checked against control totals, the payroll calculations can occur. The first step is to select the company number, the type of payroll to run (hourly or salaried), and the pay period number. The Current Hours Proof is printed so that the operator can verify that the selection is correct and that all information is present for the selected employees.



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NORTHCREEK IND.  NO.  1          ***   CURRENT HOURS PROOF   ***          RUN DATE 12/06/**  TIME  8.54.55  PAGE    1  AMPBU
                                                                         W/E DATE 12/01/**

-- EMPLOYEE ----                    REG    -- OTHER --  DAY P AC -- ADJUSTMENT ---  DPT   WORK S          OPR          R C
NO.        NAME                     HOURS  TYPE  HOURS  NO. C MO CODE TYPE  AMOUNT  NO.   CTR  F  ORDER    SEQ QUANTITY C C BATCH LINE

 70  TOM BEST                      40.00                 5  2 12                      DP20 DR045 1                    R 0    1   95

   W AM-2078 TOTAL DAILY HOURS EXCEEDS MAXIMUM

                          TOTAL    40.00

170  MARION BUCKO                  8.00                 1  1 12                      DP50 PT065 1 M000240 0040       R 1    1    6
                                   8.00                 3  1 12                      DP60 IN040 1 M000220 0020       R 1    1   26
                                   8.00                 4  1 12                      DP20 LA035 1 M000280 0010       R 0    1   45
                                                        4  1 12          NT   10.00   DP20 LA035   M000280 0010         0    1   61
                                   4.00  S      4.00    5  1 12                      DP20 LA035 1 M000280 0010       R 1    1   74

                          TOTAL    28.00         4.00                      10.00

180  GENA COUGHLIN                 8.00                 1  1 12                      DP20 LA035 1 M000210 0010       R 1    1    7
                                   8.00                 3  1 12                      DP60 IN040 1 M000220 0020       R 1    1   27
                                   8.00                 4  1 12                      DP20 LA035 1                    R 1    1   46
                                                        4  1 12          PA   50.00   DP20 LA035   M000280 0010         0    1   62
                                        P      8.00     5  1 12                      DP20 LA035 1 M000280 0010       R 1    1   75

                          TOTAL    24.00         8.00                      50.00

190  JIM DAWSON                    8.00                 1  1 12                      DP20 LA035 2 M000210 0010       R 1    1    8
                                   8.00                 4  1 12                      DP20 LA035 2 M000280 0010       R 1    1   47
                                                        4  1 12          SP   46.00   DP20 LA035   M000280 0010         0    1   63
                                                                G/L    4290
                                   8.00                 5  1 12                      DP20 LA035 2 M000280 0010       R 1    1   76

                          TOTAL    24.00                                    46.00

200  JIM DUNLOP                    8.00                 1  1 12                      DP20 LA035 3 M000210 0010       R 1    1    9
                                   8.00                 3  1 12                      DP60 IN040 3 M000220 0020       R 1    1   28
                                   8.00                 4  1 12                      DP20 LA035 3 M000280 0010       R 1    1   48
                                                        4  1 12          TX   10.00   DP20 LA035   M000280 0010         0    1   64
                                   8.00                 5  1 12                      DP20 LA035 3 M000280 0010       R 1    1   77

                          TOTAL    32.00                                    10.00
```



```
* COMPANY TOTALS *

---------- HOURS ----------          ORDER  --------- ADJUSTMENT ---------  --- DEDUCTIONS ----- REVERSE
   REG      OTH    VAC/HOL   SICK     TOTAL    HRS    TAXABLE   NON-TAX      SICK    ONE-TIME   PAY ADV    AMOUNT

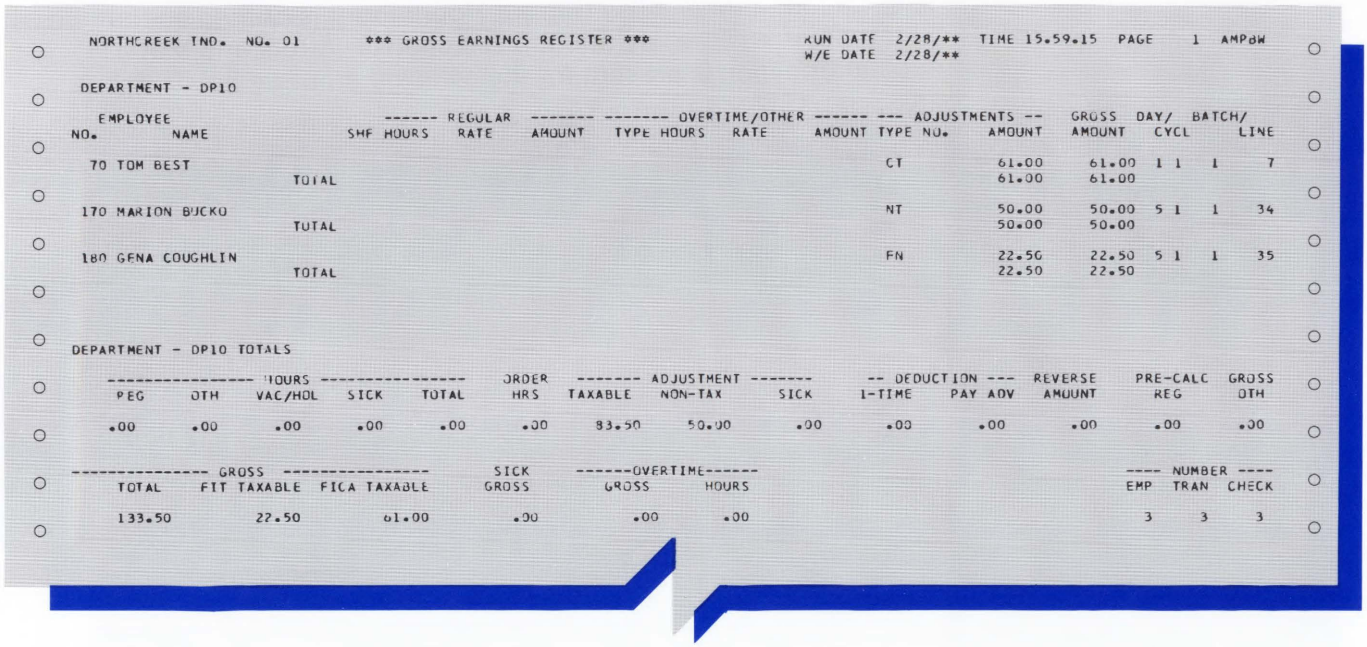
 1473.98           463.60           2200.43          18,560.00               124.00               149.90
         123.39            103.77            953.67                30.00              12.80                  .00


                    RECORD COUNTS

              PAYOFF
              DIST   REG    ATND   BAD    TOTAL

                     223                   223
```

After balancing has occurred, the display station operator can request that the application calculate gross earnings and print the Gross Earnings Register. This report details gross pay for each employee by type (overtime, double time, pay adjustments, and so on).



NORTHCREEK IND. NO. 01 *** GROSS EARNINGS REGISTER *** RUN DATE 2/28/** TIME 15.59.15 PAGE 1 AMPBW
W/E DATE 2/28/**

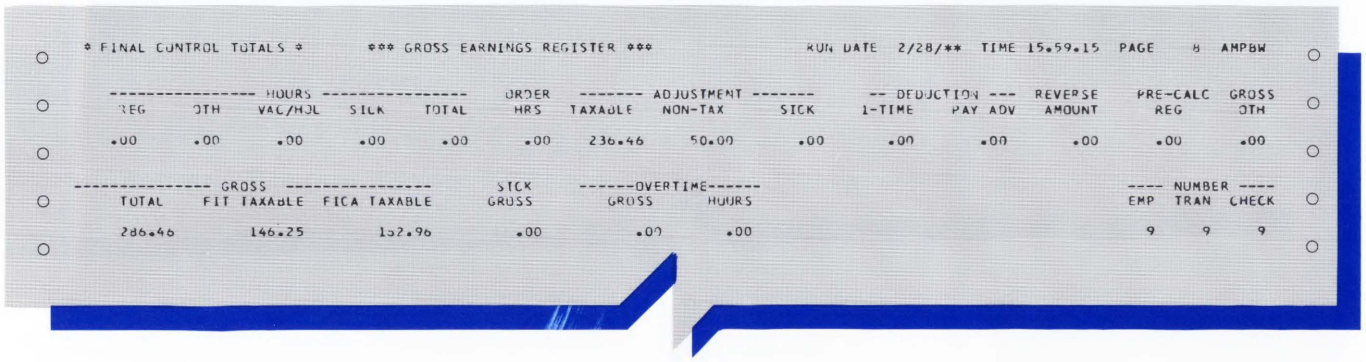
DEPARTMENT - DP10

EMPLOYEE NO.	NAME	SHF	REGULAR HOURS	REGULAR RATE	REGULAR AMOUNT	OVERTIME/OTHER TYPE	OVERTIME/OTHER HOURS	OVERTIME/OTHER RATE	OVERTIME/OTHER AMOUNT	ADJUSTMENTS TYPE NO.	ADJUSTMENTS AMOUNT	GROSS AMOUNT	DAY/ CYCL	BATCH/ LINE
70	TOM BEST									CT	61.00	61.00	1 1 1	7
	TOTAL										61.00	61.00		
170	MARION BUCKO									NT	50.00	50.00	5 1 1	34
	TOTAL										50.00	50.00		
180	GENA COUGHLIN									FN	22.50	22.50	5 1 1	35
	TOTAL										22.50	22.50		

DEPARTMENT - DP10 TOTALS

HOURS REG	HOURS OTH	HOURS VAC/HOL	HOURS SICK	HOURS TOTAL	ORDER HRS	ADJUSTMENT TAXABLE	ADJUSTMENT NON-TAX	ADJUSTMENT SICK	DEDUCTION 1-TIME	DEDUCTION PAY ADV	REVERSE AMOUNT	PRE-CALC REG	GROSS OTH
.00	.00	.00	.00	.00	.00	83.50	50.00	.00	.00	.00	.00	.00	.00

GROSS TOTAL	GROSS FIT TAXABLE	GROSS FICA TAXABLE	SICK GROSS	OVERTIME GROSS	OVERTIME HOURS	NUMBER EMP	NUMBER TRAN	NUMBER CHECK
133.50	22.50	61.00	.00	.00	.00	3	3	3



* FINAL CONTROL TOTALS * *** GROSS EARNINGS REGISTER *** RUN DATE 2/28/** TIME 15.59.15 PAGE 8 AMPBW

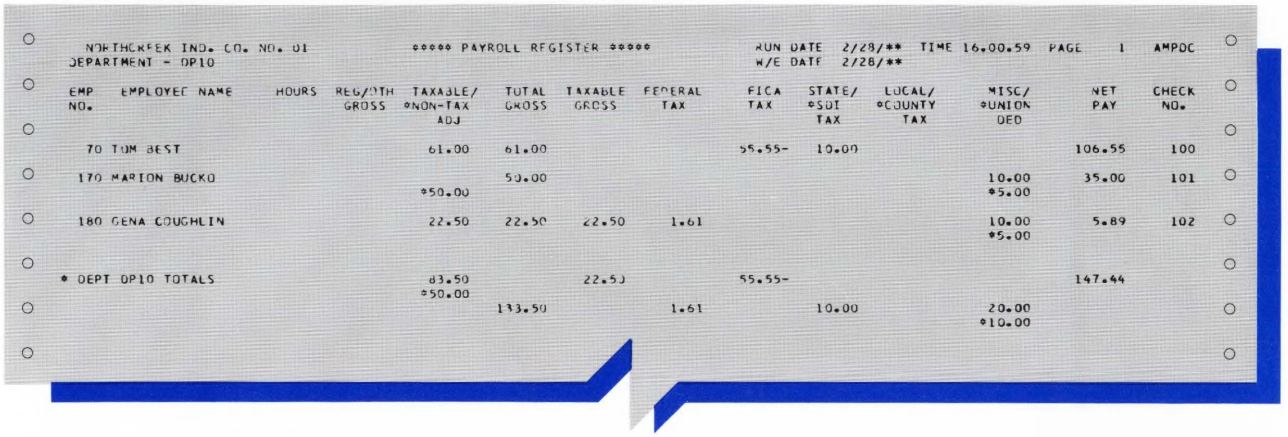
HOURS REG	HOURS OTH	HOURS VAC/HOL	HOURS SICK	HOURS TOTAL	ORDER HRS	ADJUSTMENT TAXABLE	ADJUSTMENT NON-TAX	ADJUSTMENT SICK	DEDUCTION 1-TIME	DEDUCTION PAY ADV	REVERSE AMOUNT	PRE-CALC REG	GROSS OTH
.00	.00	.00	.00	.00	.00	236.46	50.00	.00	.00	.00	.00	.00	.00

GROSS TOTAL	GROSS FIT TAXABLE	GROSS FICA TAXABLE	SICK GROSS	OVERTIME GROSS	OVERTIME HOURS	NUMBER EMP	NUMBER TRAN	NUMBER CHECK
286.46	146.25	132.96	.00	.00	.00	9	9	9

Deduction calculations

After the operator verifies that the Gross Earnings Register is correct, the system calculates all the standard deductions (statutory, union, and miscellaneous). The results of these calculations appear on the Payroll Register.

This report itemizes the gross-to-net earnings by employee. Paycheck number is printed for future reference.



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NORTHCREEK IND. CO. NO. 01          ***** PAYROLL REGISTER *****          RUN DATE  2/28/**  TIME 16.00.59  PAGE    1   AMPDC
DEPARTMENT - DP10                                                         W/E DATE  2/28/**

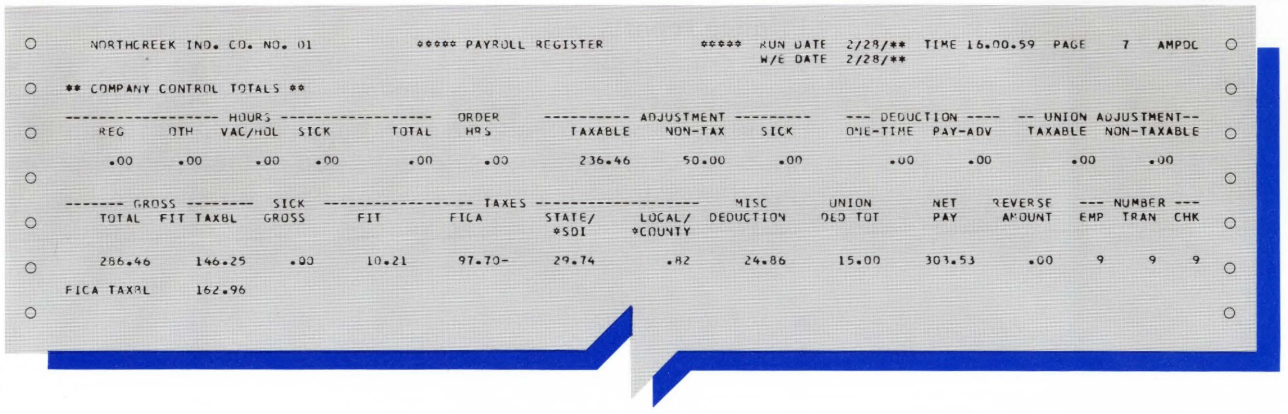
EMP   EMPLOYEE NAME      HOURS  REG/OTH  TAXABLE/   TOTAL  TAXABLE  FEDERAL     FICA   STATE/   LOCAL/     MISC/      NET    CHECK
NO.                              GROSS  *NON-TAX   GROSS   GROSS     TAX       TAX    *SDI    *COUNTY    *UNION     PAY     NO.
                                          ADJ                                           TAX      TAX       DED

  70 TOM BEST                             61.00   61.00                      55.55-   10.00                        106.55    100

 170 MARION BUCKO                                 50.00                                                  10.00     35.00    101
                                         *50.00                                                          *5.00

 180 GENA COUGHLIN                        22.50   22.50    22.50     1.61                                 10.00      5.89    102
                                                                                                          *5.00

* DEPT DP10 TOTALS                       83.50            22.50               55.55-                                147.44
                                         *50.00
                                                 133.50             1.61              10.00              20.00
                                                                                                         *10.00
```



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NORTHCREEK IND. CO. NO. 01          ***** PAYROLL REGISTER          *****  RUN DATE  2/28/**  TIME 16.00.59  PAGE    7   AMPDC
                                                                           W/E DATE  2/28/**

** COMPANY CONTROL TOTALS **

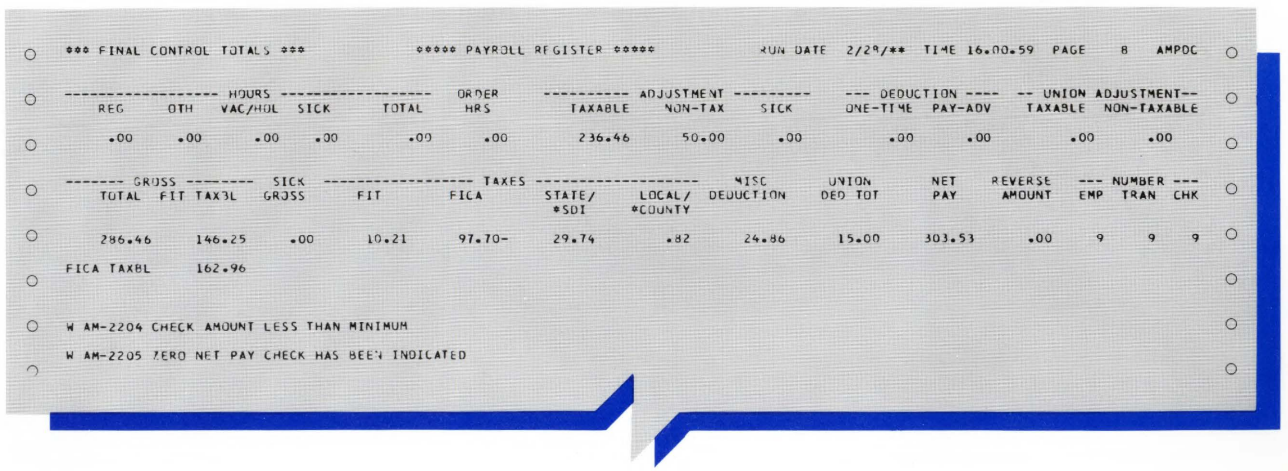
------------------ HOURS ------------------   ORDER     ---------- ADJUSTMENT ---------    --- DEDUCTION ----  -- UNION ADJUSTMENT--
   REG      OTH    VAC/HOL   SICK      TOTAL    HRS        TAXABLE    NON-TAX    SICK      ONE-TIME  PAY-ADV    TAXABLE  NON-TAXABLE

   .00      .00      .00     .00       .00      .00        236.46     50.00      .00          .00      .00        .00       .00

------- GROSS --------  SICK  ------------------ TAXES -------------------   MISC      UNION      NET    REVERSE   --- NUMBER ---
   TOTAL   FIT TAXBL   GROSS      FIT       FICA       STATE/     LOCAL/  DEDUCTION   DED TOT    PAY     AMOUNT   EMP  TRAN  CHK
                                                        *SDI     *COUNTY

   286.46     146.25     .00     10.21     97.70-     29.74        .82      24.86     15.00    303.53      .00     9     9    9

FICA TAXBL     162.96
```



```
*** FINAL CONTROL TOTALS ***          ***** PAYROLL REGISTER *****          RUN DATE  2/28/**  TIME 16.00.59  PAGE    8   AMPDC

------------------ HOURS ------------------   ORDER     ---------- ADJUSTMENT ---------    --- DEDUCTION ----  -- UNION ADJUSTMENT--
   REG      OTH    VAC/HOL   SICK      TOTAL    HRS        TAXABLE    NON-TAX    SICK      ONE-TIME  PAY-ADV    TAXABLE  NON-TAXABLE

   .00      .00      .00     .00       .00      .00        236.46     50.00      .00          .00      .00        .00       .00

------- GROSS --------  SICK  ------------------ TAXES -------------------   MISC      UNION      NET    REVERSE   --- NUMBER ---
   TOTAL   FIT TAXBL   GROSS      FIT       FICA       STATE/     LOCAL/  DEDUCTION   DED TOT    PAY     AMOUNT   EMP  TRAN  CHK
                                                        *SDI     *COUNTY

   286.46     146.25     .00     10.21     97.70-     29.74        .82      24.86     15.00    303.53      .00     9     9    9

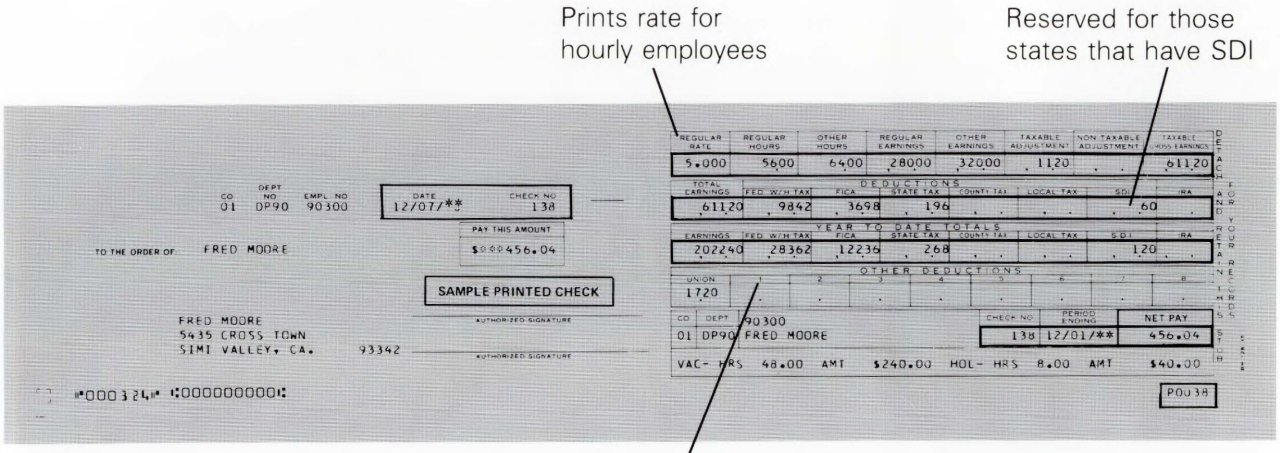
FICA TAXBL     162.96


W AM-2204 CHECK AMOUNT LESS THAN MINIMUM

W AM-2205 ZERO NET PAY CHECK HAS BEEN INDICATED
```

Printing paychecks

Here is an example of a paycheck that includes statutory and voluntary deductions printed on the stub. The example shown here includes year-to-date totals of earnings and taxes, but they can be omitted if you desire.


Prints rate for hourly employees
Reserved for those states that have SDI
SAMPLE PRINTED CHECK
Deduction 1 is reserved for pay advances

Printing reports

After printing the paychecks, you can select a variety of reports. You can specify, through the Payroll tailoring procedure, which reports you want to receive each pay period. You retain the option of changing your selections before the operator prints the reports.

Some of these reports are:

- Year-to-Date/Quarter-to-Date Earnings Register
- Employee Miscellaneous Deduction Register
- State, County, and Local Register
- Union Consolidation Register
- Labor Distribution Register

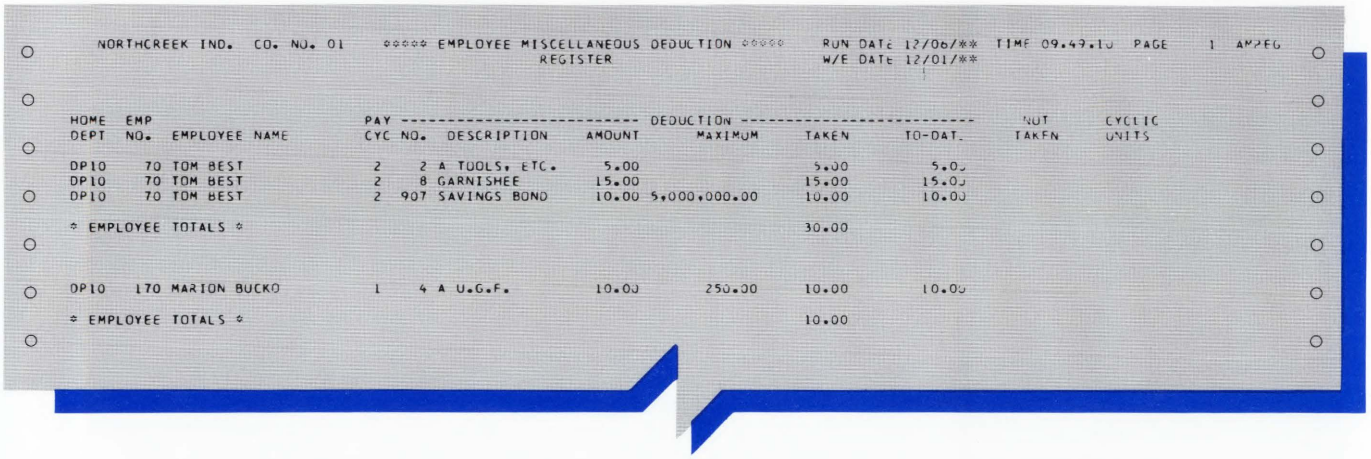
The **Year-to-Date/Quarter-to-Date Earnings Register** shows the total year-to-date gross pay amounts subject to federal income tax and social security withholding. The report lists all active employees paid for a particular payroll period. The report can also list non-active employees.

NORTHCREEK IND. CO. NO. 01 ***** Y-T-D / Q-T-D EARNINGS REGISTER ***** RUN DATE 4/12/** TIME 08.16.52 PAGE 3 AMPEE
W/E DATE 4/10/**

HOME EMP DEPT NO.	EMPLOYEE NAME	Y-T-D GROSS EARNINGS	Y-T-D FIT TAXABLE	Y-T-D FICA TAXABLE	Y-T-D FEDERAL TAX	Y-T-D FICA TAX	YTD WKS WRK	Q-T-D FIT TAXABLE	Q-T-D FEDERAL TAX	Q-T-D FICA TAX	QTD WKS WRK
DP90*90350	RICHARD QUAMMEN	817.83	817.83		74.92	49.48	4				
DP90*90400	DEAN RAU	838.38	838.38		156.52	50.73	4				
DP90*90450	JACK SANDERS	934.52	934.52		142.83	56.55	4				
DP90*90500	ED SCHNEIDER	705.21	705.21		120.95	42.67	3				
DP90*90550	MARCIA STAHL	105.44	105.44		9.14	6.38	2				
DP90*90600	RON STARKER	547.40	547.40		91.13	33.12	2				
DP99*92010	DON THUGERSON	55.00	55.00		4.37	3.33	1				
DP99*92011	RUSS TILLER	150.00	150.00		48.05	9.08	2				
DP99*92020	DORI WALLIN	500.00	500.00		98.36	30.25	2				
DP99*92021	WILL WARREN	2,000.00	2,000.00		530.48	121.00	4				
DP99 92022	BILL WHITE	2,564.00	2,564.00	264.00	808.04	16.18	2	264.00	46.08	122.97-	1
DP99*92023	JANICE WHITFIELD										
DP99*92030	RAYNOR MOORE	400.00	400.00		69.66	24.20	1				
DP99*92031	GENE ROBERTS	330.00	330.00		55.01	19.97	1				
DP99*92040	ROY BIRDSONG	40.00	40.00		4.08	2.42	1				
DP99*92041	MIKE KELLEY	41.00	41.00		4.24	2.48	1				
DP99*92042	RUTH LEE										
DP99*92044	LORI ZEMAN	400.00	400.00		73.04	24.20	2				
DP90*93000	TERMINATED EMPLOYEE	3,000.00	3,000.00		900.00	175.50	39	1,000.00	300.00	58.50	13

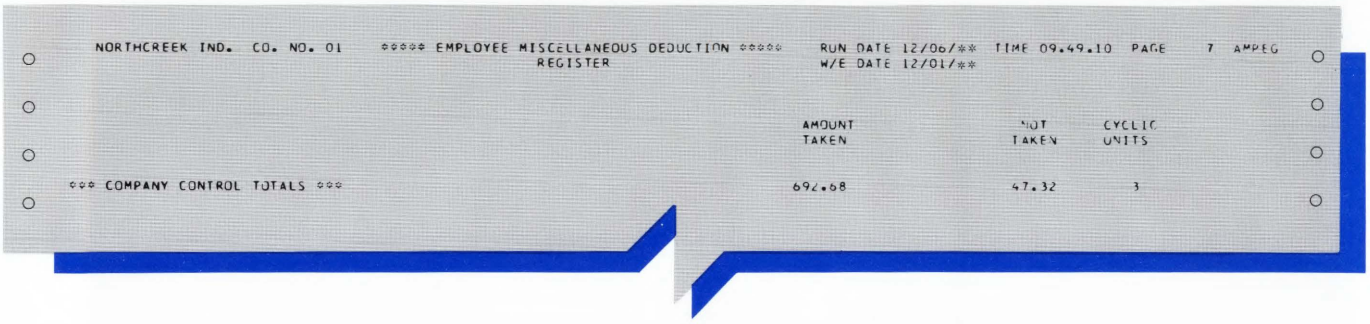
The **Employee Miscellaneous Deduction Register** shows, by department, all miscellaneous deductions withheld from each employee's pay.

If a cyclic deduction (such as for stocks or bonds) is taken and the new total equals or exceeds the purchase amount, the number of purchased units is indicated.



NORTHCREEK IND. CO. NO. 01 ***** EMPLOYEE MISCELLANEOUS DEDUCTION ***** RUN DATE 12/06/** TIME 09.49.10 PAGE 1 AMPEG
REGISTER W/E DATE 12/01/**

HOME DEPT	EMP NO.	EMPLOYEE NAME	PAY CYC	NO.	DEDUCTION DESCRIPTION	AMOUNT	MAXIMUM	AMOUNT TAKEN	TO-DATE	NOT TAKEN	CYCLIC UNITS
DP10	70	TOM BEST	2	2	A TOOLS, ETC.	5.00		5.00	5.00		
DP10	70	TOM BEST	2	8	GARNISHEE	15.00		15.00	15.00		
DP10	70	TOM BEST	2	907	SAVINGS BOND	10.00	5,000,000.00	10.00	10.00		
* EMPLOYEE TOTALS *								30.00			
DP10	170	MARION BUCKO	1	4	A U.G.F.	10.00	250.00	10.00	10.00		
* EMPLOYEE TOTALS *								10.00			



NORTHCREEK IND. CO. NO. 01 ***** EMPLOYEE MISCELLANEOUS DEDUCTION ***** RUN DATE 12/06/** TIME 09.49.10 PAGE 7 AMPEG
REGISTER W/E DATE 12/01/**

	AMOUNT TAKEN	NOT TAKEN	CYCLIC UNITS
*** COMPANY CONTROL TOTALS ***	692.68	47.32	3

**** FINAL CONTROL TOTALS **** ***** EMPLOYEE MISCELLANEOUS DEDUCTION ***** RUN DATE 12/06/** TIME 09.49.10 PAGE 8 AMPEG
REGISTER

AMOUNT TAKEN	NOT TAKEN	CYCLIC UNITS
692.68	47.32	3

The **State, County, and Local Register** shows taxable earnings and taxes withheld for each employee according to the tax locality in which the earnings occurred. This provides a basis for reports to state and local governments.

NORTHCREEK IND. CO. NO. 01 ***** STATE, COUNTY, AND LOCAL REGISTER ***** RUN DATE 12/06/** TIME 09.50.42 PAGE 1 AMPFA
W/E DATE 12/01/**

CODE NO.	DESCRIPTION	EMP. NO.	EMPLOYEE NAME	YEAR-TO-DATE GROSS TAXABLE	YEAR-TO-DATE GROSS TAX	YEAR-TO-DATE WKS WKD	QUARTER-TO-DATE GROSS TAXABLE	QUARTER-TO-DATE GROSS TAX	QUARTER-TO-DATE WKS WKD	THIS PAY PERIOD GROSS TAXABLE	THIS PAY PERIOD GROSS TAX
LOCAL 101	DECATUR MUNICIP	60	ADOR AGUILAR	1,000.00	20.00	2	1,000.00	20.00	2	1,000.00	20.00
		100	JOHN GALVIN	860.00	17.20	2	860.00	17.20	2	860.00	17.20
		120	JAMARRI BRIGHT	204.26	4.09	1	204.26	4.09	1	204.26	4.09
		140	TOM RYAN	118.76	2.38	1	118.76	2.38	1	118.76	2.38
		160	PHIL DORCHESTER	237.33	4.75	1	237.33	4.75	1	237.33	4.75
		190	JIM DAWSON	193.08	3.86	1	193.08	3.86	1	193.08	3.86
		200	JIM DUNLOP	209.85	4.20	1	209.85	4.20	1	209.85	4.20
		220	BRENDA EVANS	135.25	2.71	1	135.25	2.71	1	135.25	2.71
		250	TOM HAGERTY	212.04	4.24	1	212.04	4.24	1	212.04	4.24
		270	BILL MOODY	193.22	3.86	1	193.22	3.86	1	193.22	3.86
		400	SUSIE FRITTS	89,539.10	8,102.40	49	25,436.54	1,692.15	10	10,643.65	212.87
		410	GWEN LOVETT	507,530.00	2,150.60	49	129,530.00	590.60	10	11,530.00	230.50
	DECATUR MUNICIP TOTAL**			600,432.89	10,320.29		158,330.33	2,350.04		25,537.44	510.76

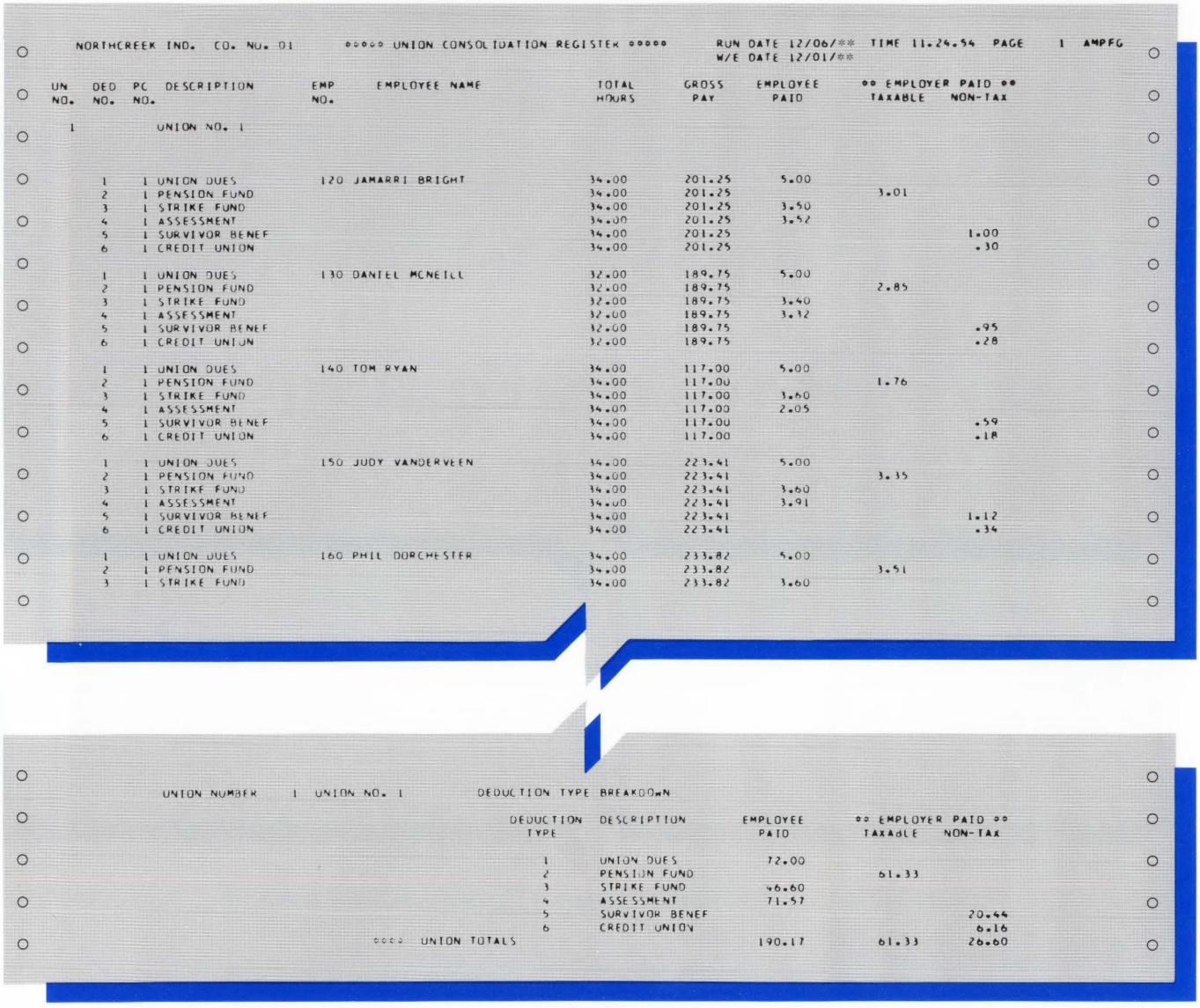
NORTHCREEK IND. CO. NO. 01 ***** STATE, COUNTY, AND LOCAL REGISTER ***** RUN DATE 12/06/** TIME 09.50.42 PAGE 14 AMPFA
W/E DATE 12/01/**

	YEAR-TO-DATE GROSS TAX	QUARTER-TO-DATE GROSS TAX	THIS PAY PERIOD GROSS TAX
** COMPANY CONTROL TOTALS **	23,256.12	6,491.50	2,694.55

*** FINAL CONTROL TOTALS *** ***** STATE, COUNTY, AND LOCAL REGISTER ***** RUN DATE 12/06/** TIME 09.50.42 PAGE 15 AMPFA

	YEAR-TO-DATE GROSS TAX	QUARTER-TO-DATE GROSS TAX	THIS PAY PERIOD GROSS TAX
*** FINAL CONTROL TOTALS ***	23,256.12	6,491.50	2,694.55

The **Union Consolidation Register** shows, by union, all of the deductions during the current pay period for each employee. The amounts are shown as "Employee Paid" and "Employer Paid." Employer-paid deductions are further broken out as taxable or nontaxable.



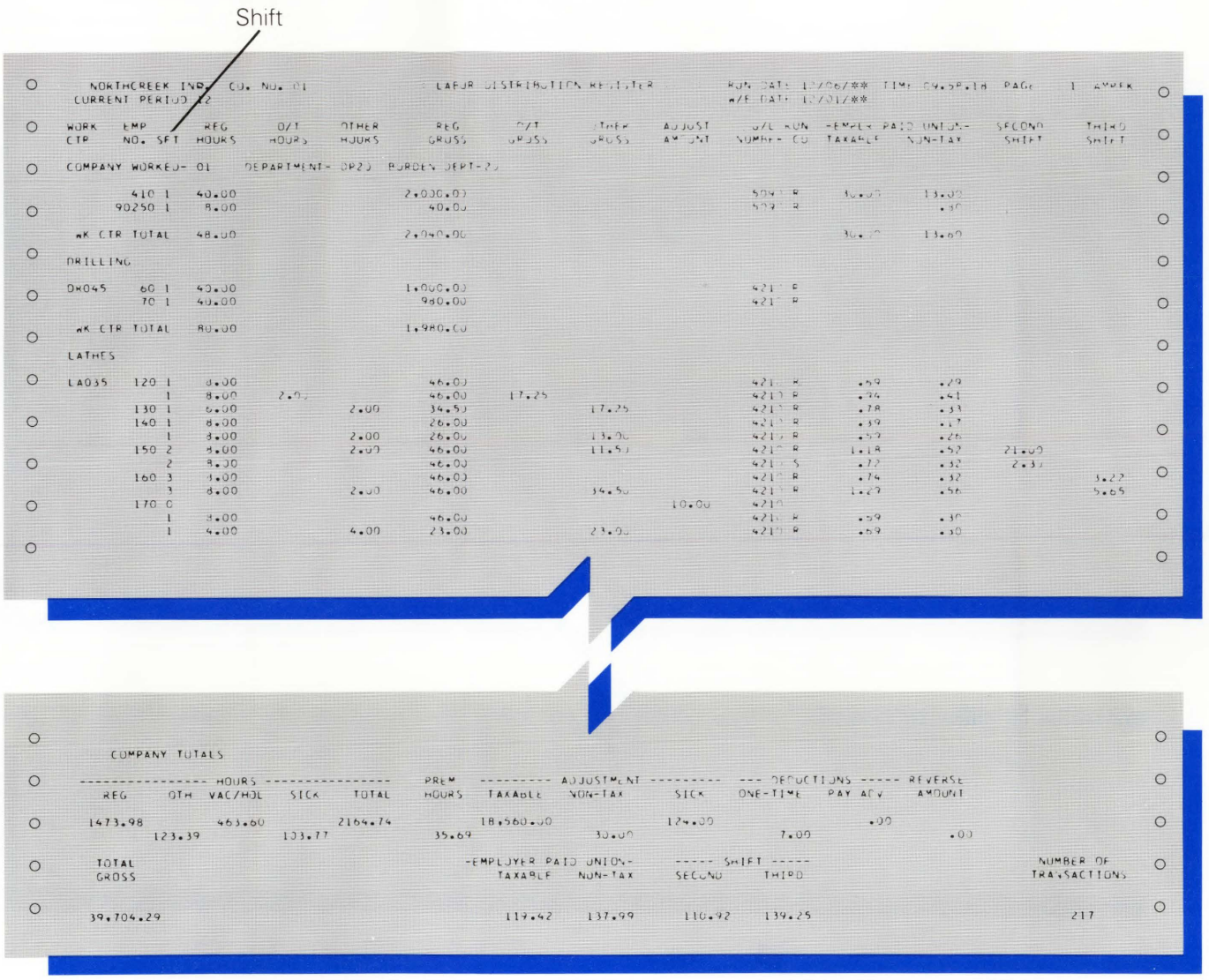
NORTHCREEK IND. CO. NO. 01 ***** UNION CONSOLIDATION REGISTER ***** RUN DATE 12/06/** TIME 11.24.54 PAGE 1 AMPFG
W/E DATE 12/01/**

UN NO.	DED NO.	PC NO.	DESCRIPTION	EMP NO.	EMPLOYEE NAME	TOTAL HOURS	GROSS PAY	EMPLOYEE PAID	** EMPLOYER PAID ** TAXABLE	NON-TAX
1			UNION NO. 1							
	1	1	UNION DUES	120	JAMARRI BRIGHT	34.00	201.25	5.00		
	2	1	PENSION FUND			34.00	201.25		3.01	
	3	1	STRIKE FUND			34.00	201.25	3.50		
	4	1	ASSESSMENT			34.00	201.25	3.52		
	5	1	SURVIVOR BENEF			34.00	201.25			1.00
	6	1	CREDIT UNION			34.00	201.25			.30
	1	1	UNION DUES	130	DANIEL MCNEILL	32.00	189.75	5.00		
	2	1	PENSION FUND			32.00	189.75		2.85	
	3	1	STRIKE FUND			32.00	189.75	3.40		
	4	1	ASSESSMENT			32.00	189.75	3.32		
	5	1	SURVIVOR BENEF			32.00	189.75			.95
	6	1	CREDIT UNION			32.00	189.75			.28
	1	1	UNION DUES	140	TOM RYAN	34.00	117.00	5.00		
	2	1	PENSION FUND			34.00	117.00		1.76	
	3	1	STRIKE FUND			34.00	117.00	3.60		
	4	1	ASSESSMENT			34.00	117.00	2.05		
	5	1	SURVIVOR BENEF			34.00	117.00			.59
	6	1	CREDIT UNION			34.00	117.00			.18
	1	1	UNION DUES	150	JUDY VANDERVEEN	34.00	223.41	5.00		
	2	1	PENSION FUND			34.00	223.41		3.35	
	3	1	STRIKE FUND			34.00	223.41	3.60		
	4	1	ASSESSMENT			34.00	223.41	3.91		
	5	1	SURVIVOR BENEF			34.00	223.41			1.12
	6	1	CREDIT UNION			34.00	223.41			.34
	1	1	UNION DUES	160	PHIL DORCHESTER	34.00	233.82	5.00		
	2	1	PENSION FUND			34.00	233.82		3.51	
	3	1	STRIKE FUND			34.00	233.82	3.60		

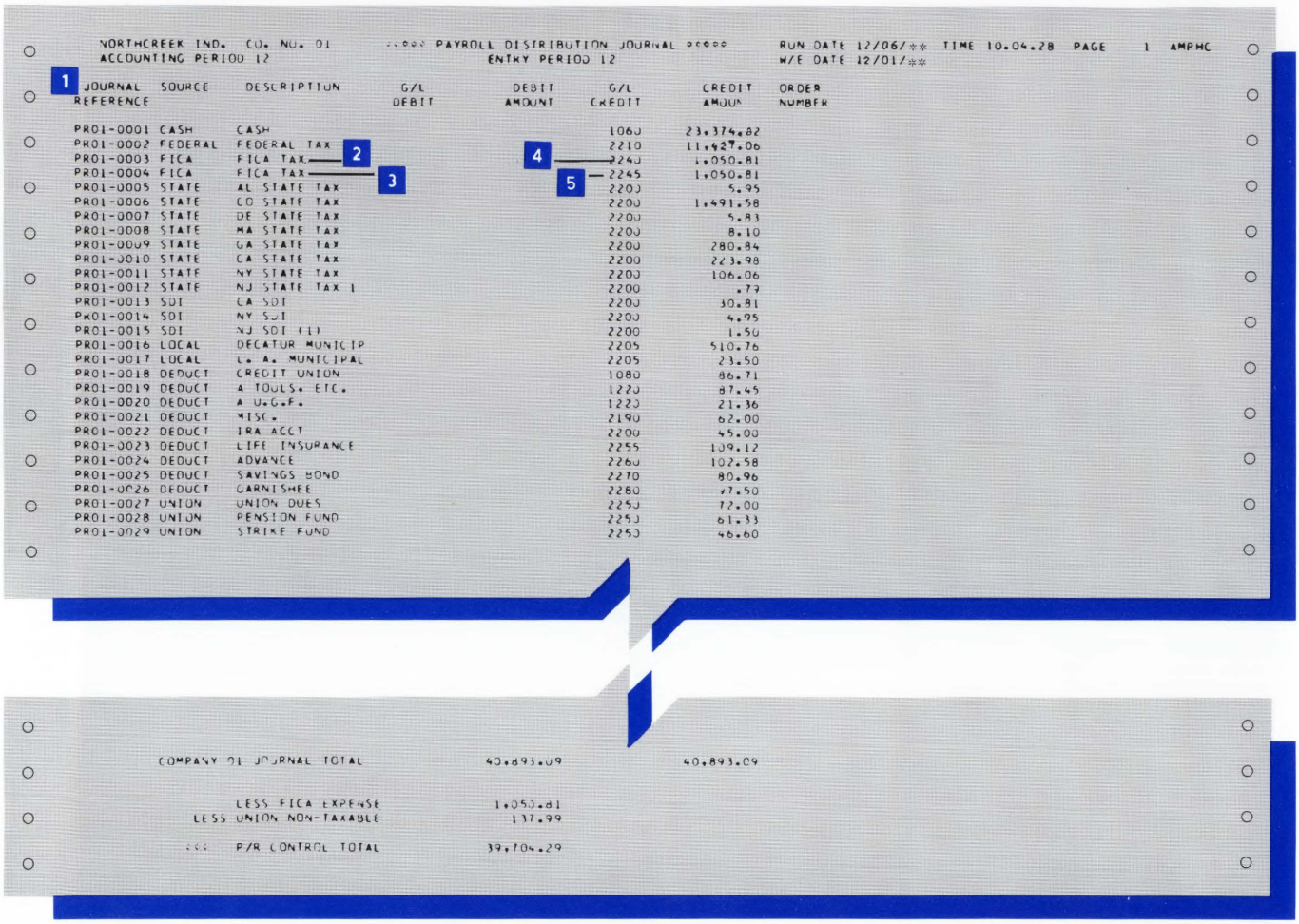
UNION NUMBER 1 UNION NO. 1 DEDUCTION TYPE BREAKDOWN

DEDUCTION TYPE	DESCRIPTION	EMPLOYEE PAID	** EMPLOYER PAID ** TAXABLE	NON-TAX
1	UNION DUES	72.00		
2	PENSION FUND		61.33	
3	STRIKE FUND	46.60		
4	ASSESSMENT	71.57		
5	SURVIVOR BENEF			20.44
6	CREDIT UNION			6.16
*****	UNION TOTALS	190.17	61.33	26.60

The **Labor Distribution Register** shows, by department, work center, and employee, the gross pay distributions to the various General Ledger accounts.


Shift
NORTHCREEK IND. CO. NO. 01 LABOR DISTRIBUTION REGISTER RUN DATE: 12/06/** TIME: 04.58.18 PAGE 1 AMDER
CURRENT PERIOD 12 W/E DATE: 12/01/**
WORK CTR EMP NO. SFT REG HOURS O/T HOURS OTHER HOURS REG GROSS O/T GROSS OTHER GROSS ADJUST AMOUNT O/L RUN NUMBER EMPLOYER PAID UNION- TAXABLE NON-TAX SECOND SHIFT THIRD SHIFT
COMPANY WORKED- 01 DEPARTMENT- 0820 BURDEN DEPT-20
410 1 40.00 2,000.00 504 R 10.00 13.00
90250 1 8.00 40.00 502 R .30
WK CTR TOTAL 48.00 2,040.00 30.30 13.60
DRILLING
DR045 60 1 40.00 1,000.00 421 R
70 1 40.00 980.00 421 R
WK CTR TOTAL 80.00 1,980.00
LATHES
LA035 120 1 8.00 46.00 421 R .59 .29
1 8.00 2.00 46.00 17.25 421 R .74 .41
130 1 6.00 2.00 34.50 17.25 421 R .78 .33
140 1 8.00 26.00 421 R .39 .17
1 8.00 2.00 26.00 13.00 421 R .52 .25
150 2 8.00 2.00 46.00 11.50 421 R 1.18 .52 21.09
2 8.00 46.00 421 S .72 .32 2.32
160 3 8.00 46.00 421 R .74 .32 3.22
3 8.00 2.00 46.00 34.50 421 R 1.29 .56 5.65
170 0 10.00 421
1 8.00 46.00 421 R .59 .30
1 4.00 4.00 23.00 23.00 421 R .59 .30
COMPANY TOTALS
HOURS REG 1473.98 123.39 OTH 463.60 VAC/HOL 103.77 SICK TOTAL 2164.74
PREM HOURS 35.69
ADJUSTMENT TAXABLE 18,560.00 NON-TAX 30.00 SICK 124.00
DEDUCTIONS ONE-TIME 7.00 PAY ADV .00
REVERSE AMOUNT .00
TOTAL GROSS 39,704.29
EMPLOYER PAID UNION- TAXABLE 117.42 NON-TAX 137.99
SHIFT SECOND 110.92 THIRD 139.25
NUMBER OF TRANSACTIONS 217

As the final step in processing the Payroll, transactions are passed to the General Ledger application, if it is installed. If General Ledger is not installed, the **Payroll Distribution Journal** is printed. This report summarizes the General Ledger entries created by this Payroll cycle.



NORTHCREEK IND. CO. NO. 01 ..... PAYROLL DISTRIBUTION JOURNAL ..... RUN DATE 12/06/** TIME 10.04.28 PAGE 1 AMPHC
ACCOUNTING PERIOD 12 ENTRY PERIOD 12 W/E DATE 12/01/**

1 JOURNAL REFERENCE	SOURCE	DESCRIPTION	G/L DEBIT	DEBIT AMOUNT	G/L CREDIT	CREDIT AMOUNT	ORDER NUMBER
PR01-0001	CASH	CASH			1060	23,374.82	
PR01-0002	FEDERAL	FEDERAL TAX			2210	11,427.06	
PR01-0003	FICA	FICA TAX 2		4	2240	1,050.81	
PR01-0004	FICA	FICA TAX 3		5	2245	1,050.81	
PR01-0005	STATE	AL STATE TAX			2200	5.95	
PR01-0006	STATE	CO STATE TAX			2200	1,491.58	
PR01-0007	STATE	DE STATE TAX			2200	5.83	
PR01-0008	STATE	MA STATE TAX			2200	8.10	
PR01-0009	STATE	GA STATE TAX			2200	280.84	
PR01-0010	STATE	CA STATE TAX			2200	223.98	
PR01-0011	STATE	NY STATE TAX			2200	106.06	
PR01-0012	STATE	NJ STATE TAX 1			2200	.77	
PR01-0013	SDI	CA SDI			2200	30.81	
PR01-0014	SDI	NY SDI			2200	4.95	
PR01-0015	SDI	NJ SDI (1)			2200	1.50	
PR01-0016	LOCAL	DECATUR MUNICIP			2205	510.76	
PR01-0017	LOCAL	L. A. MUNICIPAL			2205	23.50	
PR01-0018	DEDUCT	CREDIT UNION			1080	86.71	
PR01-0019	DEDUCT	A TOOLS, ETC.			1220	87.45	
PR01-0020	DEDUCT	A U.G.F.			1220	21.36	
PR01-0021	DEDUCT	MISC.			2190	62.00	
PR01-0022	DEDUCT	IRA ACCT			2200	45.00	
PR01-0023	DEDUCT	LIFE INSURANCE			2255	109.12	
PR01-0024	DEDUCT	ADVANCE			2260	102.58	
PR01-0025	DEDUCT	SAVINGS BOND			2270	80.96	
PR01-0026	DEDUCT	GARNISHEE			2280	97.50	
PR01-0027	UNION	UNION DUES			2250	72.00	
PR01-0028	UNION	PENSION FUND			2250	61.33	
PR01-0029	UNION	STRIKE FUND			2250	46.60	

COMPANY 01 JOURNAL TOTAL	40,893.09	40,893.09	
LESS FICA EXPENSE	1,050.81		
LESS UNION NON-TAXABLE	137.99		
P/R CONTROL TOTAL	39,704.29		

1. System-generated reference numbers.
2. Fica tax due from employer.
3. FICA tax withheld from employee.
4. General Ledger number for employer portion of FICA.
5. General Ledger number for employee portion of FICA.

Reconciling paychecks

When the bank statement is received, the operator enters information from the canceled checks to perform the reconciliation. The system prints the Check Reconciliation Register as an audit trail of cleared checks.

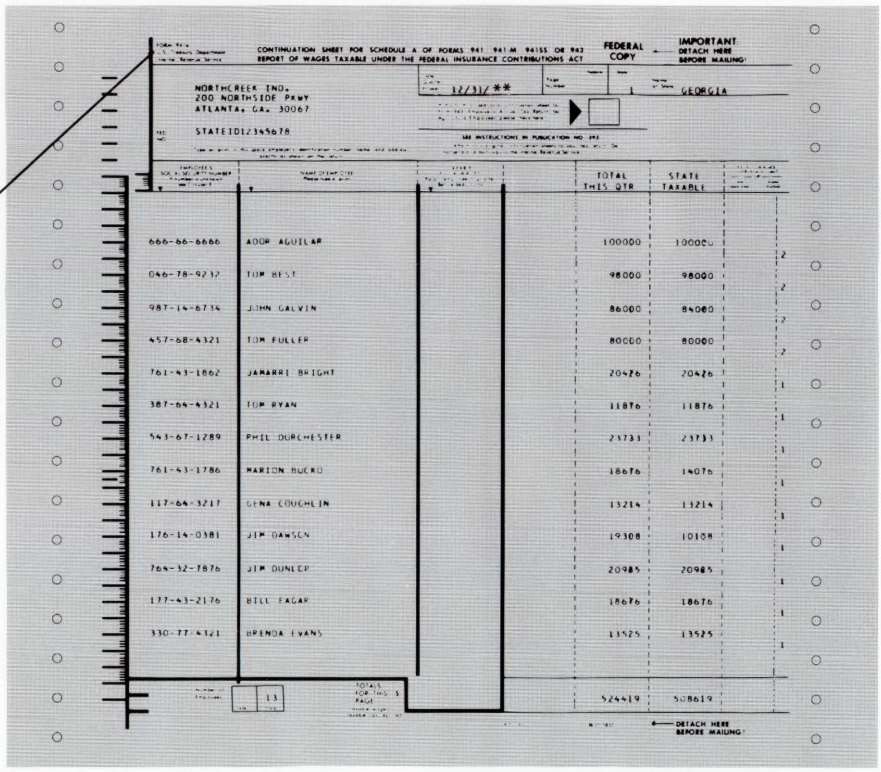
NORTHCREEK IND. NO. 01 CHECK RECONCILIATION REGISTER DATE 12/28/** TIME 10.55.37 PAGE 1 AMPRL
UPER UPDATE# 002

CHECK NUMBER	CHECK DATE	EMPLOYEE NUMBER	NAME	RECONCILED AMOUNT	OUTSTANDING AMOUNT	VOID AMOUNT
101	12/07/**	70	TOM BEST	567.76		
102	12/07/**	170	MARION BUCKU	143.79		
103	12/07/**	180	GENA COUGHLIN	29.63		
104	12/07/**	190	JIM DAWSON	13.81		
105	12/07/**	200	JIM DUNLOP	149.10		
106	12/07/**	60	AUOR AGUILAR	519.88		
107	12/07/**	120	JAMARRI BRIGHT	100.95		
108	12/07/**	130	DANIEL MCNEILL	129.05		
109	12/07/**	140	TOM RYAN	67.68		
110	12/07/**	410	GWEN LOVETT	6,364.54		
111	12/07/**	110	TOM FULLER	638.66		
112	12/07/**	370	DEBORA LEMASTERS	550.30		
113	12/07/**	210	BILL EAGAR	127.19		
114	12/07/**	220	BRENDA EVANS	69.24		
115	12/07/**	230	BARRY FORREST	87.49		
145	12/07/**	90350	RICHARD QUAMMEN			34.35
158	12/07/**	90550	MARCIA STAHL			4.70
161	12/08/**	90550	MARCIA STAHL		5.68	
162	12/08/**	90350	RICHARD QUAMMEN		35.62	
15 CHECKS RECONCILED				9,559.07		
2 CHECKS NEWLY OUTSTANDING					41.30	
2 CHECKS VOIDED						39.05

Preparing government reports and forms

At the end of each quarter and at year-end, the application prints the required government reports and forms. These are the 941a Register, the 941a forms, the W-2 Register, and the W-2 forms.

Federal format



CONTINUATION SHEET FOR SCHEDULE A OF FORMS 941, 941M, 941SS OR 943
REPORT OF WAGES TAXABLE UNDER THE FEDERAL INSURANCE CONTRIBUTIONS ACT

FEDERAL COPY

IMPORTANT
DETACH HERE
BEFORE MAILING!

NORTHCREEK IND.
200 NORTHSIDE PKWY
ATLANTA, GA. 30067

STATEID12345678

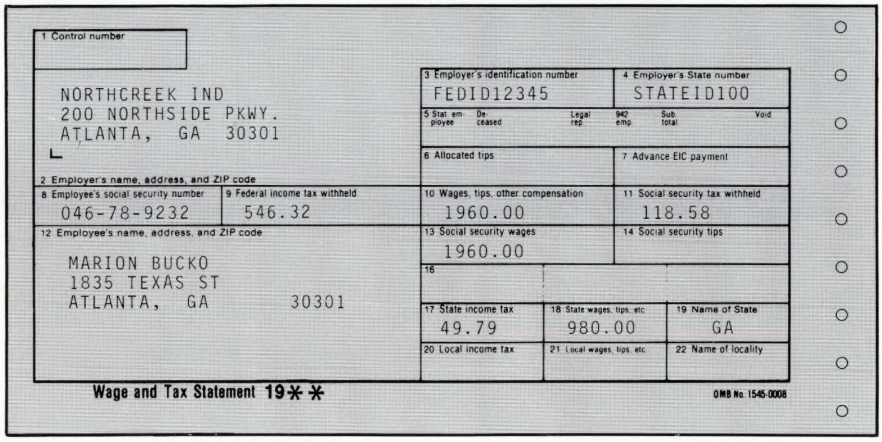
12/31/**

1 GEORGIA

		TOTAL THIS QTR	STATE TAXABLE	
666-66-6666	ADOR AGUILAR	100000	100000	2
046-78-9232	TOM BEST	98000	98000	2
987-14-6734	JOHN GALVIN	86000	86000	2
457-68-4321	TOM FULLER	80000	80000	2
761-43-1862	JANARRI BRIGHT	20476	20476	1
387-64-4321	TOM RYAN	11876	11876	1
543-67-1289	PHIL DURCHESTER	23733	23733	1
761-43-1786	MARION BUCKO	18676	14076	1
117-64-3217	GENA COUGHLIN	13214	13214	1
176-14-0381	JIM DAWSON	19308	10108	1
764-32-7876	JIM DUNLEP	20985	20985	1
177-43-2176	BILL EAGAR	18676	18676	1
330-77-4321	BRENDA EVANS	13525	13525	1
	13	524419	508619	

DETACH HERE
BEFORE MAILING!

The W-2 forms are printed for federal and state earnings.



1 Control number

NORTHCREEK IND
200 NORTHSIDE PKWY.
ATLANTA, GA 30301

2 Employer's name, address, and ZIP code

3 Employer's identification number: FEDID12345

4 Employer's State number: STATEID100

5 Stat. employee | De-ceased | Legal rep. | 942 emp. | Sub total | Void

6 Allocated tips

7 Advance EIC payment

8 Employee's social security number: 046-78-9232

9 Federal income tax withheld: 546.32

10 Wages, tips, other compensation: 1960.00

11 Social security tax withheld: 118.58

12 Employee's name, address, and ZIP code

MARION BUCKO
1835 TEXAS ST
ATLANTA, GA 30301

13 Social security wages: 1960.00

14 Social security tips

16

17 State income tax: 49.79

18 State wages, tips, etc.: 980.00

19 Name of State: GA

20 Local income tax

21 Local wages, tips, etc.

22 Name of locality

Wage and Tax Statement 19**

OMB No. 1545-0008

Inquiry

A person who has the proper security clearance can inquire into employee information retained by the Payroll application. Such information as salary, rate, gross wages, taxes, and personnel information can be displayed. The operator enters the number of the employee. If the operator has the first level of security clearance, only the top half of the screen is displayed. The bottom half of the display screen will not be displayed unless the operator has a higher security clearance.

```
DATE 08/16/**                    PAYROLL                          INQUIRY    AMPTI2  Y2
                    EMPLOYEE NUMBER              300
COMPANY 01    NAME          JOHN SMITH                            HIRE DATE  09/16/**
              ADDRESS       123 COUNTRY CLUB RD.                  TERM DATE
              CITY ST ZIP   ATLANTA, GA.          30301           MAIL CHK
                                                                  PENSION
SHIFT 1  DEPT DP70  WRK CTR          OCCUPATION PRESIDENT   WRKMNS COMP CD

MARITAL     M     FIT APPLY   Y       STATE  100      REG HRS WORKED          0.00
MINORITY          FICA APPLY  Y       COUNTY 000      OVT HRS WORKED          0.00
PAY TYPE    S     FED EXEMP  03       LOCAL  000      HOL HRS PAID            0.00
PAY FREQ   MN     EXTRA %      0.0    UNION  000      VAC HRS PAID           40.00
PROTECT     P     EXTRA $    150.00                   SICK HR PAID            0.00

SALARY   6,000.00 REG RATE     .000 OVT RATE     .000 PREM RATE     .000

QTR          FIT          FICA     GROSS WAGES    FIT TAXABLE  FICA TAXABLE  WK WRK
 1         5,869.92      824.25     18,000.00      18,000.00            .00   18
 2         5,869.92         .00     18,000.00      18,000.00            .00   18
 3         5,869.92         .00     18,000.00      18,000.00            .00   18
 4         3,913.25         .00     12,000.00      12,000.00            .00    9
TOTAL     21,523.01      824.25     66,000.00      66,000.00            .00   48

                                                        CK24 END OF INQUIRY
```

Data Collection System Support

Information flow

Figure 2-4 shows how information flows through the Data Collection System Support application. The numbers in the following discussion refer to this figure.

The flow of information begins in a warehouse or shop with an IBM 5230 Data Collection System 1. This system gives an employee a simple and convenient way to enter data at the ***place*** of the action, at the ***time*** of the action, in a form that the computer can read.

The IBM 5230 Data Collection System is made up of two parts—entry stations and a controller. The entry stations are located as near as possible to the place where the data is collected. The data is entered into the IBM 5230 system in three ways:

- By badge
- By card
- By numeric keys

Your employees can quickly report inventory information, the current status of jobs, and the current location of material to a central location from a number of points in the warehouse or on the plant floor.

Entering data at a 5230 entry station is called an ***action.*** An action can be one single entry or any combination of the three types of entry. When an action is completed, the 5230 controller creates an output record from the stored data. You specify the format of this record at the time the application is installed. The records generated by the IBM 5230 Data Collection System are written to diskette 2. When the diskette is read into the System/36, the Data Collection System Support application splits it into categories—labor data, move data, or inventory data.

For labor data, the Data Collection System Support application checks that labor records are complete, and creates elapsed-time records for each employee by job. These records are then printed 3 for each employee, with totals by job, break, time lost between jobs, and time-and-attendance. If errors occur in the labor data, the operator can correct the records, reenter them with the correct data, and finish the run 4.

New records can also be entered at this point. If the Data Collection System Support is being run without the IBM 5230, all records are keyed into the application here.

The application checks the move and inventory records for reasonableness and creates output records.

Data Collection System Support creates two types of output records 5— employee time-and-attendance (suitable for use in a payroll application), and operation, move, issue, and receipt records (suitable for use with your inventory and production control system). The records created by the Data Collection System Support application can be passed to Payroll, Inventory Management, or Production Control and Costing.

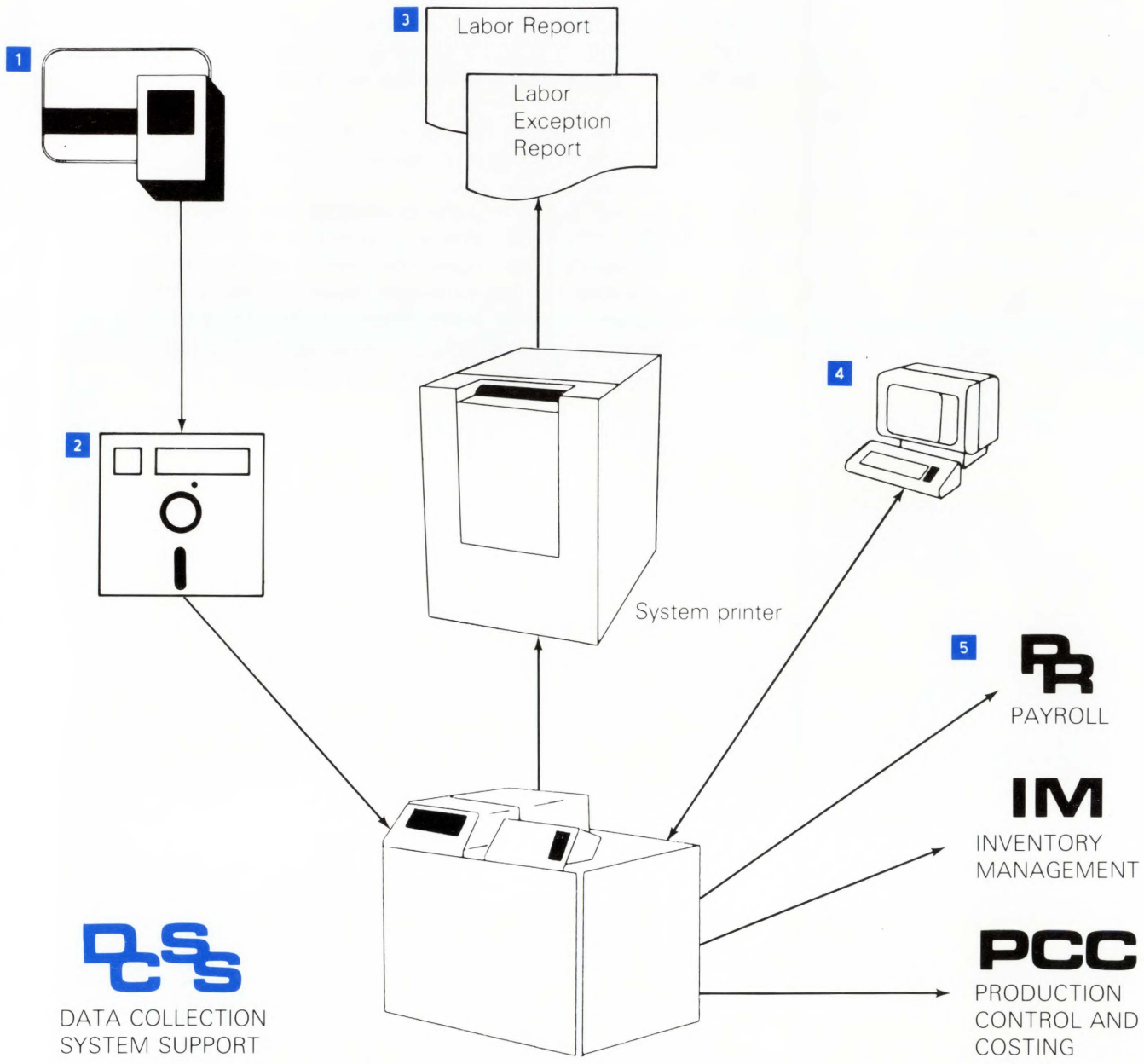


Figure 2-4. Data Collection System Support information flow

Application functions

Online data entry and edit

If you choose, all data records can be entered through a display station rather than through the IBM 5230 Data Collection System. To ensure accuracy, online data entry and editing are used for records entered through the display station. Operator guidance is provided for each field. Each record is edited as it is entered. If errors are found, the operator is notified immediately by error messages displayed at the bottom of the data entry screen. These messages tell the operator what the specific errors are. Only when the data is error-free is it accepted by the application.

Personalizing the application

You can specify the actions you want to enter on the IBM 5230 Data Collection System and the contents of the output records the system will create. At your option, you can:

- Enter time-and-attendance records, job records, inventory records, or any combination of the three
- Adjust employee clock time to shift start and stop times
- Deduct breaks
- Specify whether lunch period is paid
- Apportion the time spent on overlapping operations between jobs
- Resolve work shift to pay shift

Turnaround records

The Inventory Management or Production Control and Costing applications create shop orders and turnaround records for use in Data Collection System Support. These turnaround records contain information about the operations on the shop order. When an employee clocks on or off a job, the system combines information in the turnaround records with information entered by the employee to create a complete transaction record.

Because less information has to be entered manually when turnaround records are used, the employees can be more productive, as well as less likely to make errors.

These turnaround records are retained on disk. Your shop packet will contain a six-digit number that the employee enters into the IBM 5230 to extract the needed operation data.

Elapsed-time calculations

The Data Collection System Support application calculates elapsed time spent on specific jobs from job-on and job-off records. First, it retrieves the employee's shift worked, shift paid, and company number from the badge master record. You can specify up to 99 work shifts and up to three pay shifts. (''Shift worked'' is a term used to specify the normal working period for a group of employees. ''Shift paid'' is a term used to indicate to Payroll how employees are paid. For example, if Employee A works from 7:00 A.M. to 3:00 P.M. and Employee B works from 8:00 A.M. to 4:00 P.M., these two employees would be on separate ***work*** shifts for Data Collection System Support purposes, but they would probably both be on the same ***pay*** shift for Payroll purposes.)

Next, the application adjusts the employee clock times to shift start and stop times (within limits that you specify in the tailoring procedure). If employees do not punch in and out for lunch, you can specify an amount of lunch time to be extracted from the time-and-attendance totals. You can also specify up to five extraction periods per shift and use them to extract time from labor records. For example, the five periods per shift can include breaks, cleanup periods, and lunch. For the elapsed-time records that span or partially span lunch or breaks, the application removes the lunch/break or portion of lunch/break time from adjusted elapsed time.

The application also apportions time for overlapped labor records. Overlapped labor records are job-on and job-off records (other than time-and-attendance) whose elapsed time occupies, in whole or in part, the same time frame. The elapsed time is apportioned among the overlapping records by sharing the elapsed time equally among those records. For example, for an employee with two labor records for the period from 1:00 P.M. to 2:00 P.M., the hour is apportioned as a half-hour of elapsed time to each record.

Reformatting and passing data

Data Collection System Support reformats data and passes it to the Payroll, Inventory Management, and Production Control and Costing applications, if they are installed. If these applications are not installed, you can modify the programs to format the Data Collection System Support output records to interface to other inventory, production control, and payroll applications.

The Payroll application receives employee time-and-attendance and job-time data records.

The Inventory Management application receives the following kinds of transactions:

- Receipts (production, purchase, and miscellaneous)
- Issues (production and miscellaneous)
- Pick complete
- Return to stock

The Production Control and Costing application receives move transactions and labor transactions if Payroll is not installed.

Operations

Personalization

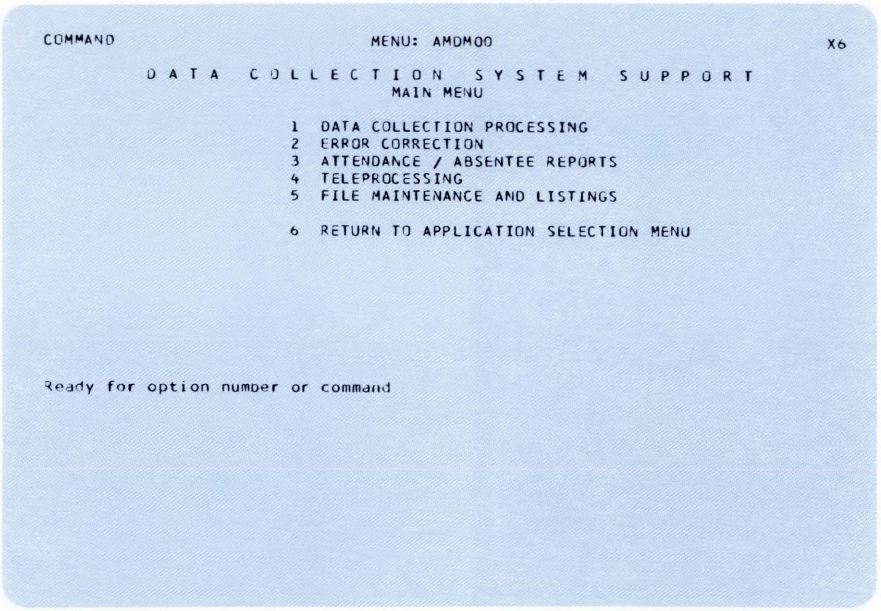
To initialize the Data Collection System Support application, you must perform "personalization," which consists of defining actions for the IBM 5230 Data Collection System. Personalization creates records that tell the IBM 5230 the actions it will receive from each data entry unit. You define the transaction codes and their meanings. You also specify any data fields that can be entered for each transaction. You specify such things as pay options, shift and break times, and clock adjustment times.

Entering data on an IBM 5230 Data Collection System

As employees have actions to report, they enter them through one of the data entry units of the IBM 5230 Data Collection System. The 5230 then formats these actions and stores them on diskette. At an appropriate time (end of day or end of shift), the diskette is transferred to the System/36.

Processing the input on System/36

Processing the Data Collection System Support application on the System/36 begins with the application's main menu. Using this screen, the display station operator selects the particular operation to be performed. As each operation is completed, the system will return to this screen and the operator can select the next operation.



The Data Collection System Support application reads all the employee records for a work period and separates the records into inventory, move, and labor records. The inventory and move records, after editing for reasonableness, are listed, reformatted, and stored as input to your Inventory and Production Control system.

The application reformats any labor records that contain multiple badge entries into single records for each badge entry. Then it checks each employee's labor records. If there is not a job-off for each job-on record, or time-and-attendance records, the employee's records are written to a labor exception file. The application prints a Labor Exception Report with appropriate error messages.

```
NORTHCREEK IND.   CO. 01              LABOR EXCEPTION REPORT                          DATE 11/15/**  TIME 09.13.42  PAGE    1  AMD30
FOREMAN --- MK                                                                                       OPER DAN       BATCH   6

RECORD    CODE    DESCRIPTION   BADGE  DAY   DATE    --SHIFT--  TIME   ORDER   OPER   WORK  DEPT    1ST KEY   2ND KEY   3RD KEY
NUMBER   MX  AC                                       WORK PAID          NO.    SEQ    CTR            ENTRY     ENTRY     ENTRY

-----------------------------------------
DAN HANVILLE                EMP NO - 00210
-----------------------------------------

     1    01  01  TIME/ATT       10012   2  11/14/**   01   1    8:07

     2    01  01  TIME/ATT       10012   2  11/14/**   01   1   11:56

     3    01  01  TIME/ATT       10012   2  11/14/**   01   1   12:30

     4    01  01  TIME/ATT       10012   2  11/14/**   01   1   16:33

     5    38  10  PROD-ON        10012   2  11/14/**   01   1    8:10  M000390  0010  ML025  DP20

     6    11  15  PROD-OFF       10012   2  11/14/**   01   1   13:42  M000390  0010  ML025  DP20   00000004  00000000  00000001
          TRAN QTY  0004      SCRAP QTY 0000      COMP CODE 1

     7    11  15  PROD-OFF       10012   2  11/14/**   01   1   13:42  M000390  0030  DR045  DP20   00000000  00000000  00000001
          TRAN QTY  0000      SCRAP QTY 0000      COMP CODE 1
  7 ****          E AM-6317 ON RECORD MISSING

     8    12  15  PROD-OFF       10012   2  11/14/**   01   1   16:33  M000390  0030  DR045  DP20   00000002  00000000  00000000
          TRAN QTY  0002      SCRAP QTY 0000      COMP CODE 0
  8 ****          E AM-6317 ON RECORD MISSING


-----------------------------------------
CAROL HARRIS                EMP NO - 00220
-----------------------------------------

     9    01  01  TIME/ATT       10063   2  11/14/**   01   1    7:55

    10    01  01  TIME/ATT       10063   2  11/14/**   01   1   11:58

    11    01  01  TIME/ATT       10063   2  11/14/**   01   1   12:29

    12    28  14  INDIR-ON/OFF   10063   2  11/14/**   01   1    7:55  M000390  0010  ML025  DP20

    13    28  14  INDIR-ON/OFF   10063   2  11/14/**   01   1   16:27  M000390  0010  ML025  DP20
                  E AM-6271 T/A RECORD MISSING
```

```
NORTHCREEK IND.   CO. 01              LABOR EXCEPTION REPORT                          DATE 11/15/**  TIME 09.13.42  PAGE    2  AMD30
FOREMAN --- MK                                                                                       OPER DAN       BATCH   6

RECORD COUNTS:

A - TOTAL TIME RECORDS ------------- =   43

B - TIME RECORDS MARKED AS ERRORS--- =   13

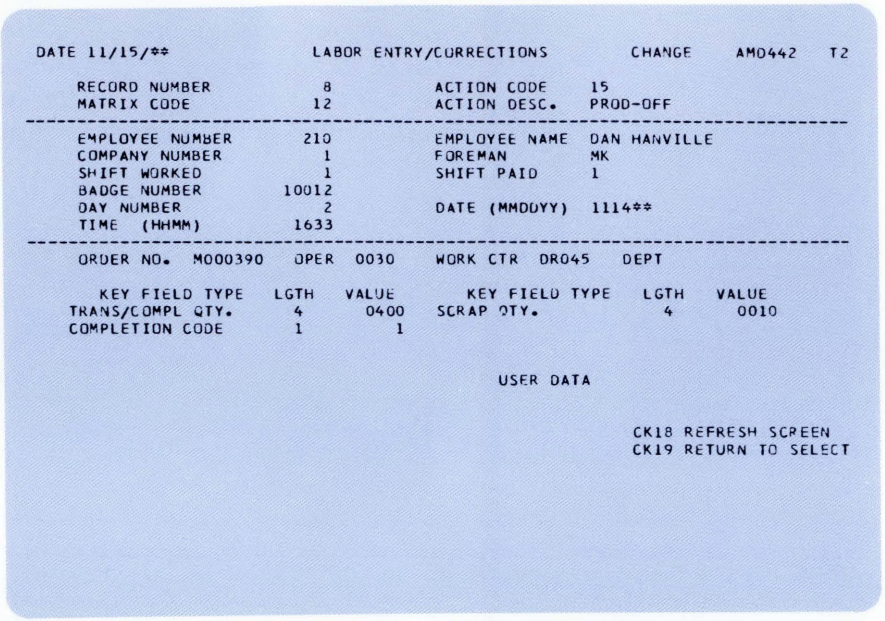
C - RECORDS MARKED FOR DELETION ---- =    0

RECORDS ACCEPTED (A-B-C) ----------- =   30
```

Correcting errors and keying labor records

You use maintenance procedures to correct any errors in the data. These procedures let you add to, delete, or update an employee's records. The display used to enter changes to an employee's time records is shown here.

If you are running the Data Collection System Support application independently of the IBM 5230 Data Collection System, you can enter all the records for all your employees at this point, using a display station.



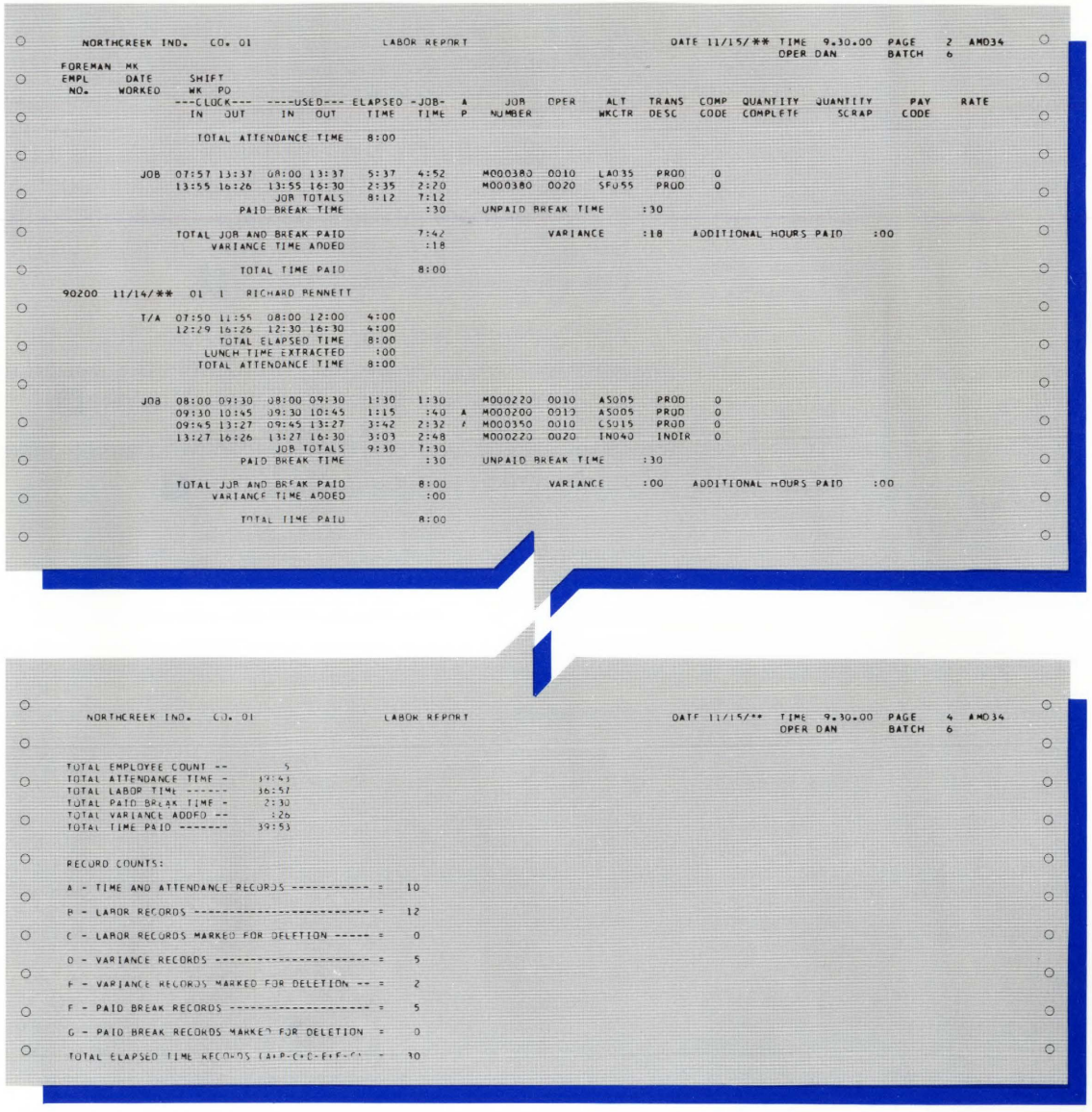
After all corrections have been entered, the system prints the Labor Corrections Audit Report, showing added, deleted, or updated records. You can use this report to verify that the proper corrections were made and that new records were added correctly.

Printing the Labor Report

Finally, the system produces a Labor Report that gives, by company number and foreman code, all of an employee's labor records, including:

- Time and attendance
- Jobs
- Break total
- Variance total (the time lost between successive job-off and job-on transactions)
- Warning messages for excessive variance time and for time totals that are less or greater than shift length.

At this point, payroll information is available for processing by your Payroll application.



```
NORTHCREEK IND.   CO. 01                    LABOR REPORT                          DATE 11/15/** TIME  9.30.00  PAGE    2  AMD34
                                                                                                OPER DAN       BATCH   6
FOREMAN  MK
EMPL     DATE     SHIFT
 NO.    WORKED    WK  PD
              ---CLOCK---  ----USED--- ELAPSED -JOB-  A     JOB   OPER    ALT   TRANS  COMP  QUANTITY  QUANTITY     PAY    RATE
                IN   OUT     IN   OUT    TIME   TIME  P   NUMBER          WKCTR  DESC   CODE  COMPLETE     SCRAP    CODE

                 TOTAL ATTENDANCE TIME   8:00

          JOB  07:57 13:37  08:00 13:37   5:37   4:52     M000380  0010   LA035   PROD    0
               13:55 16:26  13:55 16:30   2:35   2:20     M000380  0020   SF055   PROD    0
                             JOB TOTALS   8:12   7:12
                      PAID BREAK TIME            :30     UNPAID BREAK TIME      :30

               TOTAL JOB AND BREAK PAID         7:42              VARIANCE      :18    ADDITIONAL HOURS PAID    :00
                   VARIANCE TIME ADDED           :18

                      TOTAL TIME PAID           8:00

90200  11/14/**  01  1   RICHARD BENNETT

          T/A  07:50 11:55  08:00 12:00   4:00
               12:29 16:26  12:30 16:30   4:00
                     TOTAL ELAPSED TIME   8:00
                  LUNCH TIME EXTRACTED     :00
                 TOTAL ATTENDANCE TIME   8:00

          JOB  08:00 09:30  08:00 09:30   1:30   1:30     M000220  0010   AS005   PROD    0
               09:30 10:45  09:30 10:45   1:15    :40  A  M000200  0010   AS005   PROD    0
               09:45 13:27  09:45 13:27   3:42   2:32  A  M000350  0010   CS015   PROD    0
               13:27 16:26  13:27 16:30   3:03   2:48     M000220  0020   IN040   INDIR   0
                             JOB TOTALS   9:30   7:30
                      PAID BREAK TIME            :30     UNPAID BREAK TIME      :30

               TOTAL JOB AND BREAK PAID         8:00              VARIANCE      :00    ADDITIONAL HOURS PAID    :00
                   VARIANCE TIME ADDED           :00

                      TOTAL TIME PAID           8:00
```

```
NORTHCREEK IND.   CO. 01                    LABOR REPORT                          DATE 11/15/**  TIME  9.30.00  PAGE    4  AMD34
                                                                                                OPER DAN       BATCH   6

TOTAL EMPLOYEE COUNT --          5
TOTAL ATTENDANCE TIME -     39:43
TOTAL LABOR TIME ------     36:57
TOTAL PAID BREAK TIME -      2:30
TOTAL VARIANCE ADDED --       :26
TOTAL TIME PAID -------     39:53

RECORD COUNTS:

A - TIME AND ATTENDANCE RECORDS ----------- =   10

B - LABOR RECORDS ------------------------- =   12

C - LABOR RECORDS MARKED FOR DELETION ----- =    0

D - VARIANCE RECORDS ---------------------- =    5

E - VARIANCE RECORDS MARKED FOR DELETION -- =    2

F - PAID BREAK RECORDS -------------------- =    5

G - PAID BREAK RECORDS MARKED FOR DELETION  =    0

TOTAL ELAPSED TIME RECORDS (A+B-C+D-E+F-G)  =   30
```

Financial Analysis

Information flow

Figure 2-5 shows how information flows through the Financial Analysis application. The numbers in the following discussion refer to this figure.

Financial Analysis information is entered through the display station 1 or is retrieved from General Ledger 2. The depreciation journal entries are passed to General Ledger. Also, new budgets are posted to General Ledger when they are approved, and batches of automatic journal entries are passed to General Ledger for further processing 2. When period depreciation is calculated or when an asset is retired, the appropriate registers and journals print 3.

Additions, changes, or deletions are made to the master files 4. File Maintenance reports print showing all updates to the files. You can request a file listing anytime to see the contents of a file.

After you enter the required information, the reporting cycle begins. You will do some tasks again and again. This is true of budget preparation and, perhaps, automatic journal entries. Others only require you to make selections before you can produce the associated reports 5.

At the end of the year, the Fixed Asset Reset Depreciation Balances Register prints. This resets the depreciation balances and sets up the new depreciation calendar 6.

On demand, you can inquire into fixed asset descriptions and depreciation schedule information 7.

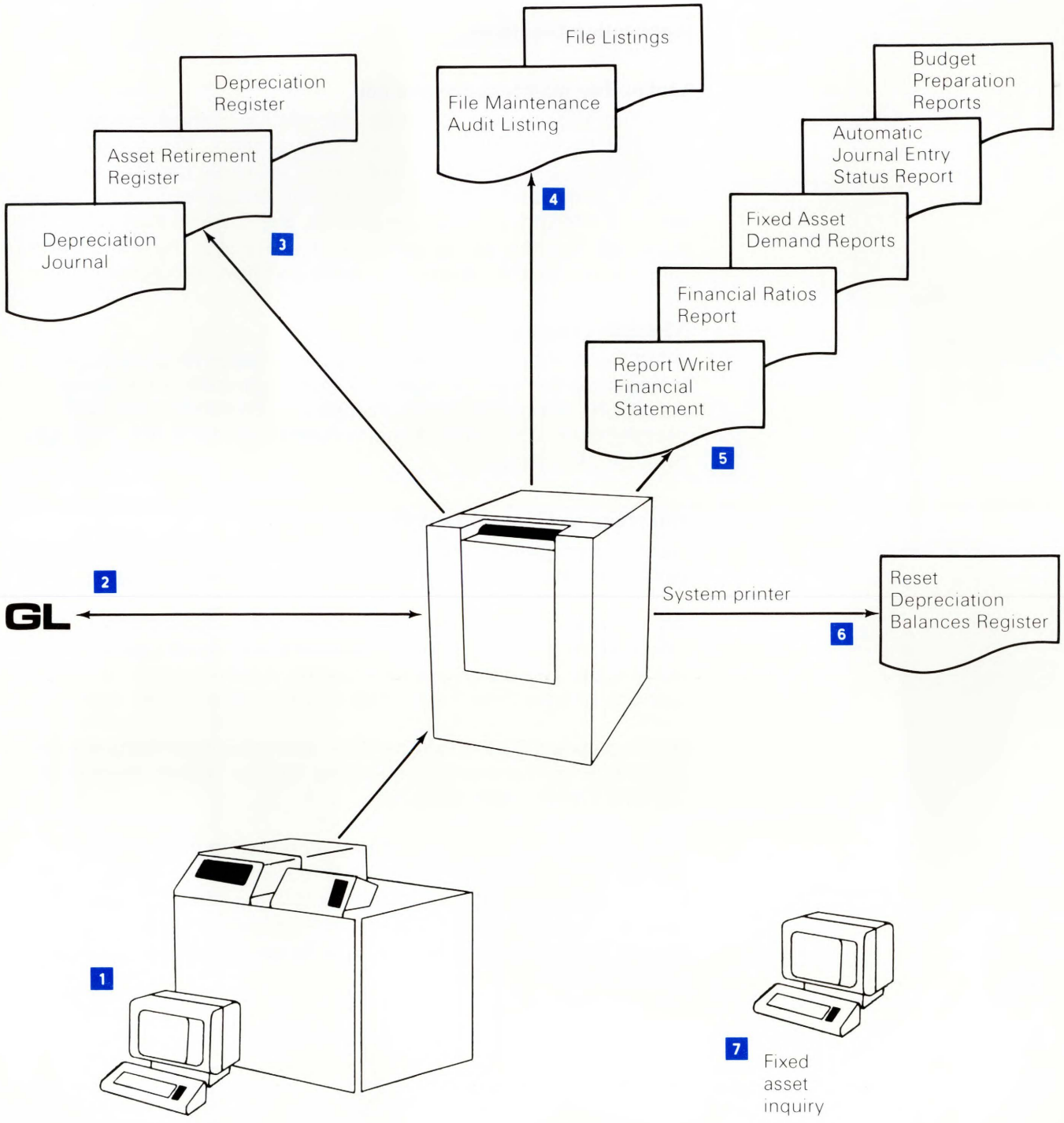


Figure 2-5. Financial Analysis information flow

Application functions

Online file maintenance and edit

You can add, change, or delete information in the Financial Analysis master files through a display station. You receive prompts for each field and help text is available for each display. Each display is edited as it is entered to ensure accuracy. If any errors are found, you receive an error message immediately. The message displays at the bottom of the display. These messages tell you the specific errors you made and how to correct them.

Multiple companies

As in General Ledger, Financial Analysis supports 20 companies. Information for each company is kept separately in the system. All reports are processed by company and contain company identification. On some demand reports you have the choice to print for all companies.

Interface to General Ledger

General Ledger must be installed before you can use Financial Analysis. The interface is a two way flow of information.

As an inward flow, Financial Analysis reads account descriptive information and period balances from the General Ledger master file and the Temporary General Ledger (TEMGEN) file. It uses the General Ledger Chart of Accounts as the basis for the interface.

As an outward flow, the Automatic Journal Entries feature creates a batch of journal entry transactions. It then passes them to the General Ledger data entry file.

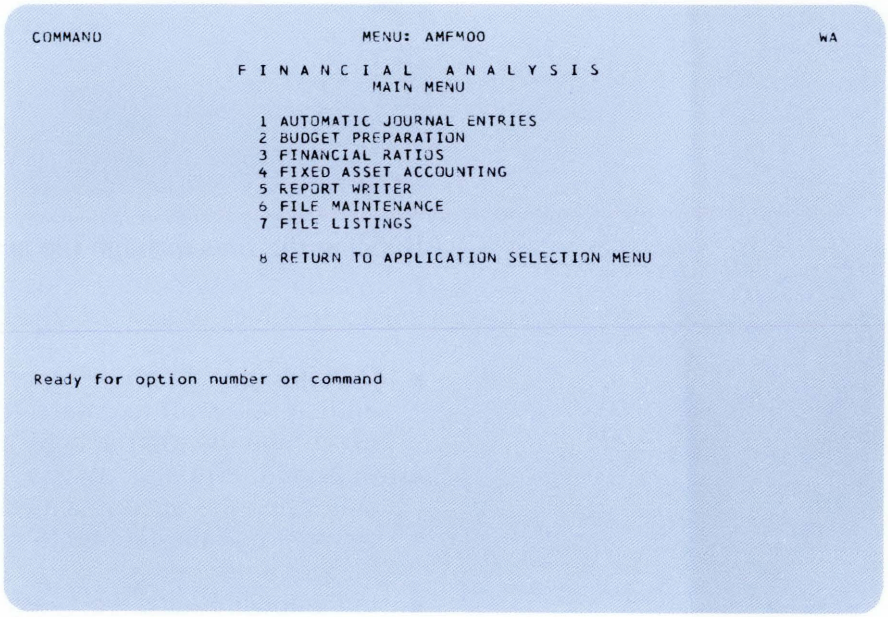
The Fixed Asset Accounting feature creates journal entries for period depreciation on Schedule B (book) assets. It also creates journal entries for accrued depreciation on retired Schedule B assets. A Depreciation Register and Journal print, passing these journal entries to General Ledger's Temporary General Ledger (TEMGEN) file.

Your own formats for financial statements

You can take any of the General Ledger account balance information and format it in as many ways as you like. You can format income statements, balance sheets, statements of changes, and expense reports. The flexibility of Report Writer lets you specify the titles, columns, footnotes, and totals. A statement can be used by multiple companies. If you have multiple companies, the report can print separately by company or you can combine all companies on one report.

Operations

Operation of the Financial Analysis application begins with the Financial Analysis Main Menu. When you sign on to Financial Analysis, the Main Menu appears first.

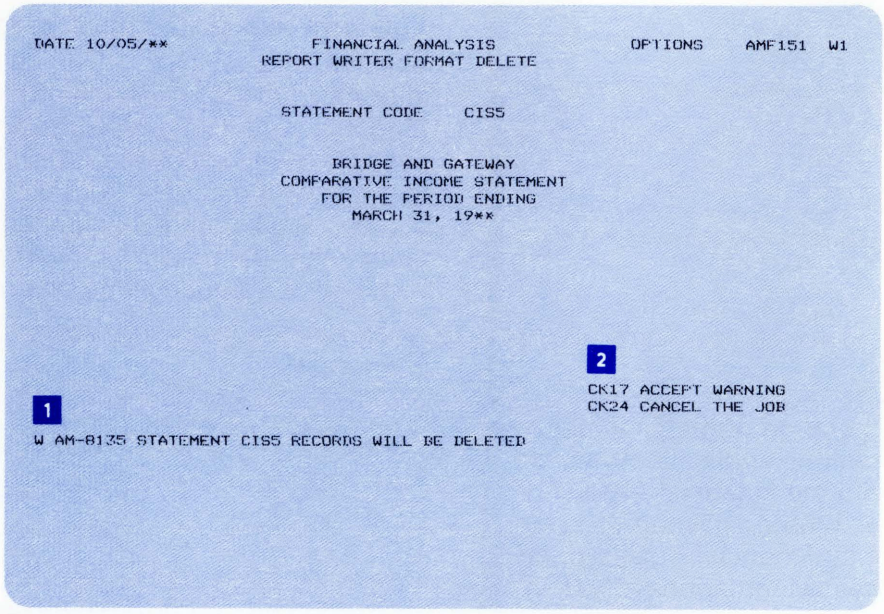

COMMAND
MENU: AMFM00
WA
F I N A N C I A L A N A L Y S I S
MAIN MENU
1 AUTOMATIC JOURNAL ENTRIES
2 BUDGET PREPARATION
3 FINANCIAL RATIOS
4 FIXED ASSET ACCOUNTING
5 REPORT WRITER
6 FILE MAINTENANCE
7 FILE LISTINGS
8 RETURN TO APPLICATION SELECTION MENU
Ready for option number or command

Using this display, select the major task that you want to perform. When you finish the task, the Main Menu returns. You can then select the next task to perform. Some of the Main Menu options lead you to other menus. These menus allow you to further specify the tasks you want to do.

You use displays in completing Financial Analysis tasks.

1 Messages appear in the lower left of the display.

2 Command keys you can use to get to other displays appear on the lower right of the display.



Building the files through file maintenance

Each area of your company using Financial Analysis must first collect the information that the application needs.

- In Automatic Journal Entries, you must specify the journal entries you want to create, the accounts to use, and how to determine the journal entry amount.
- In Budget Preparation, you must set up your budget plans, specifying the accounts involved, how many periods to include, and the factors to use to calculate the proposed budget amounts.
- In Financial Ratios, you assign your general ledger account numbers to the appropriate ratio variable codes used by the ratio formulas.
- In Fixed Asset Accounting, you enter all your existing assets, describing their characteristics and accumulated depreciation. You set up the depreciation calendar and schedules.
- If you use the Financial Statement Report Writer, you design each format that you want to use.

You write this information on the file maintenance forms. After reviewing the forms for accuracy, you are ready to enter the information into the system. Select the appropriate option from the File Maintenance menu and enter the information.

```
COMMAND                          MENU: AMFM60                          **

                        F I N A N C I A L   A N A L Y S I S
                                FILE MAINTENANCE

                          1 AUTOMATIC JOURNAL ENTRY
                          2 BUDGET PREPARATION
                          3 DEPRECIATION CALENDAR
                          4 FINANCIAL RATIO
                          5 FIXED ASSET
                          6 REPORT WRITER
                          7 RETURN TO MAIN MENU



Ready for option number or command
```

The application edits each display as it is entered. If any errors are discovered, an error message is displayed. When you complete the task, a file maintenance audit listing prints. It shows you all added and deleted records and before and after images of all changed records.

```
DATE 07/01/**              FINANCIAL ANALYSIS              SELECT     AMF811  W1
                  AUTOMATIC JOURNAL ENTRY FILE MAINTENANCE

      WHICH TYPE OF INFORMATION DO YOU WANT TO MAINTAIN? (D/F)  D
          (D=AUTO ENTRY DESCRIPTION, F=AUTO ENTRY FACTORS)

              COMPANY NUMBER                          3
              AUTOMATIC JOURNAL ENTRY ID              MO-002
              SEQUENCE ID

              ACTION CODE (A/C/D)                     A

              CHANGE TO WORK FIELD MODE (YES/NO)  NO



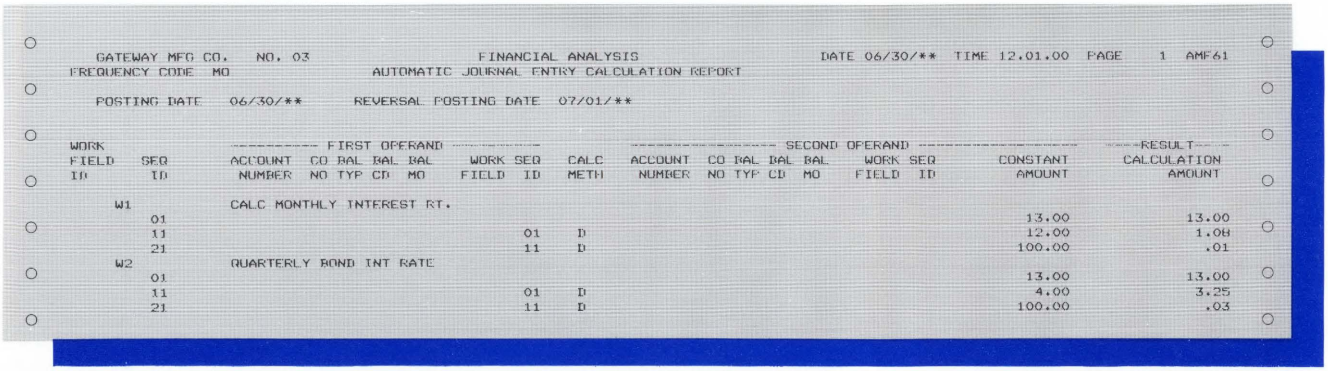
                                                   CK24 DISPLAY STATUS
```

Calculating, then creating automatic journal entries

Once you describe the automatic journal entries to the system, you can select groups of automatic journal entries to process by frequency code. There are two ways of processing automatic journal entries:

Option 1 on the menu lets you **calculate** automatic journal entries. The system performs all the calculations you specified, but does not create the batch of journal entries. An Automatic Journal Entry Calculation Report prints after the calculations are processed so you can verify the results are what you expected.

Option 2 on the menu lets you **create** automatic journal entries. If you choose this option, the system performs the same calculations, creates the actual journal entries, and passes them as a batch to General Ledger. The Automatic Journal Entry Status Report prints and includes the debit and credit totals. Use this report to verify that the calculated journal entries are as you expected. Resolve any errors that are printed on the report before you create the journal entries. You can use the totals at the end as an audit; they should balance to the batch totals after the journal entries are passed to General Ledger. The General Journal Entry Edit Listing prints, and you can review the journal entries in the batch before General Ledger posts them to the General Ledger master file.

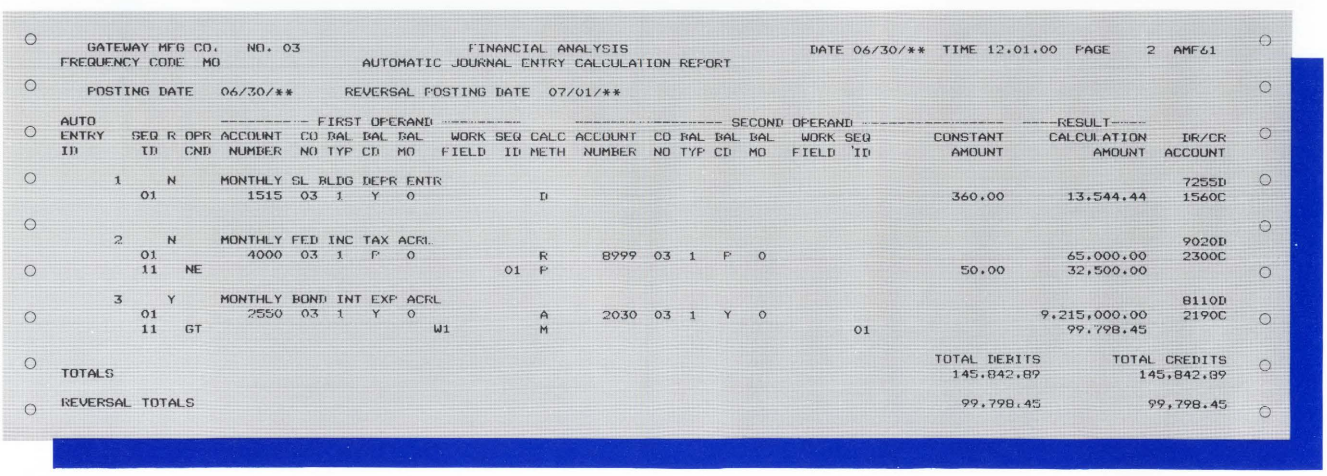


```
   GATEWAY MFG CO.   NO. 03                    FINANCIAL ANALYSIS                    DATE 06/30/**  TIME 12.01.00  PAGE    1  AMF61
FREQUENCY CODE  MO                  AUTOMATIC JOURNAL ENTRY CALCULATION REPORT

   POSTING DATE   06/30/**      REVERSAL POSTING DATE  07/01/**

WORK                 ---------- FIRST OPERAND ----------          ---------- SECOND OPERAND ----------          ----RESULT----
FIELD   SEQ          ACCOUNT  CO BAL BAL BAL    WORK SEQ   CALC   ACCOUNT  CO BAL BAL BAL    WORK SEQ       CONSTANT      CALCULATION
ID       ID           NUMBER  NO TYP CD  MO    FIELD  ID   METH    NUMBER  NO TYP CD  MO    FIELD  ID        AMOUNT          AMOUNT

     W1              CALC MONTHLY INTEREST RT.
         01                                                                                                  13.00            13.00
         11                                          01    D                                                 12.00             1.08
         21                                          11    D                                                100.00              .01
     W2              QUARTERLY BOND INT RATE
         01                                                                                                  13.00            13.00
         11                                          01    D                                                  4.00             3.25
         21                                          11    D                                                100.00              .03
```



```
   GATEWAY MFG CO.   NO. 03                    FINANCIAL ANALYSIS                    DATE 06/30/**  TIME 12.01.00  PAGE    2  AMF61
FREQUENCY CODE  MO                  AUTOMATIC JOURNAL ENTRY CALCULATION REPORT

   POSTING DATE   06/30/**      REVERSAL POSTING DATE  07/01/**

AUTO                 ---------- FIRST OPERAND ----------          ---------- SECOND OPERAND ----------          ----RESULT----
ENTRY   SEQ R OPR ACCOUNT  CO BAL BAL BAL    WORK SEQ CALC ACCOUNT  CO BAL BAL BAL    WORK SEQ       CONSTANT      CALCULATION    DR/CR
ID       ID   CND  NUMBER  NO TYP CD  MO    FIELD  ID METH  NUMBER  NO TYP CD  MO    FIELD  ID        AMOUNT          AMOUNT   ACCOUNT

     1     N      MONTHLY SL BLDG DEPR ENTR                                                                                      7255D
        01           1515  03  1   Y   0                D                                                 360.00       13.544.44    1560C

     2     N      MONTHLY FED INC TAX ACRL                                                                                       9020D
        01           4000  03  1   P   0                R      8999  03  1   P   0                                   65.000.00    2300C
        11   NE                                     01  P                                                  50.00       32,500.00

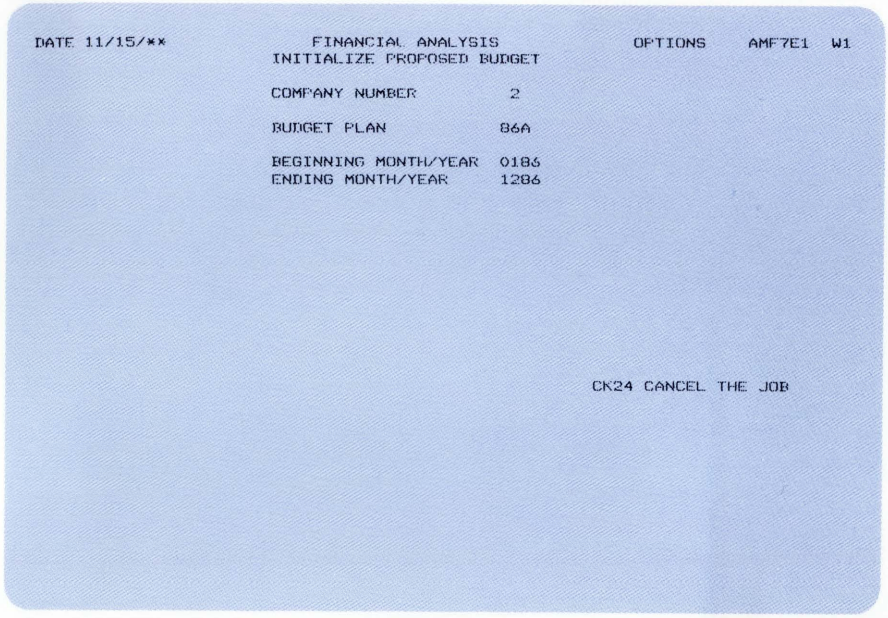
     3     Y      MONTHLY BOND INT EXP ACRL                                                                                      8110D
        01           2550  03  1   Y   0                A      2030  03  1   Y   0                                9.215,000.00    2190C
        11   GT                          W1             M                                       01                     99.798.45

                                                                                                       TOTAL DEBITS        TOTAL CREDITS
TOTALS                                                                                                   145.842.89          145,842.89

REVERSAL TOTALS                                                                                           99.798.45           99,798.45
```

Setting up a proposed budget plan

After specifying the master file budget factors, you can select a subset of those factors to create a proposed budget plan. For each company you can assign a budget plan description and choose the range of periods and the budget factors you want to copy into the new budget plan. This allows you to create many budget plans for many purposes. For example, you could specify a budget plan for each quarter of next year. Or, you could specify 4 budget plans, each one representing a different alternative for the same period of time. You can try many different plans. At the end of the budgeting cycle, post the plan you like best.



A file listing prints at the end of the job. It shows, by period, all budget account descriptions and factors in the new plan.

Calculating a proposed budget and printing budget reports

When you select this task, the application calculates the new budget amounts based on the budget factors you previously specified. A status report prints showing any errors and debit and credit totals. You can review the detail results of the calculations by choosing any of the following reports: the Budget Plan Comparison, the Budget Spread Sheet, or the Budget Variance Report.

The Budget Spread Sheet prints in ascending sequence by company, budget plan, and budget account number. The budget amounts print in columns across the page. Account totals print in the far right column. The report prints the first half of the year on one page and the second half of the year on the following page. Use the spread sheet when you just want to see the budget amounts for the accounts in a plan laid out side by side and you do not need to compare them to any other budget plan or any current amounts in General Ledger.

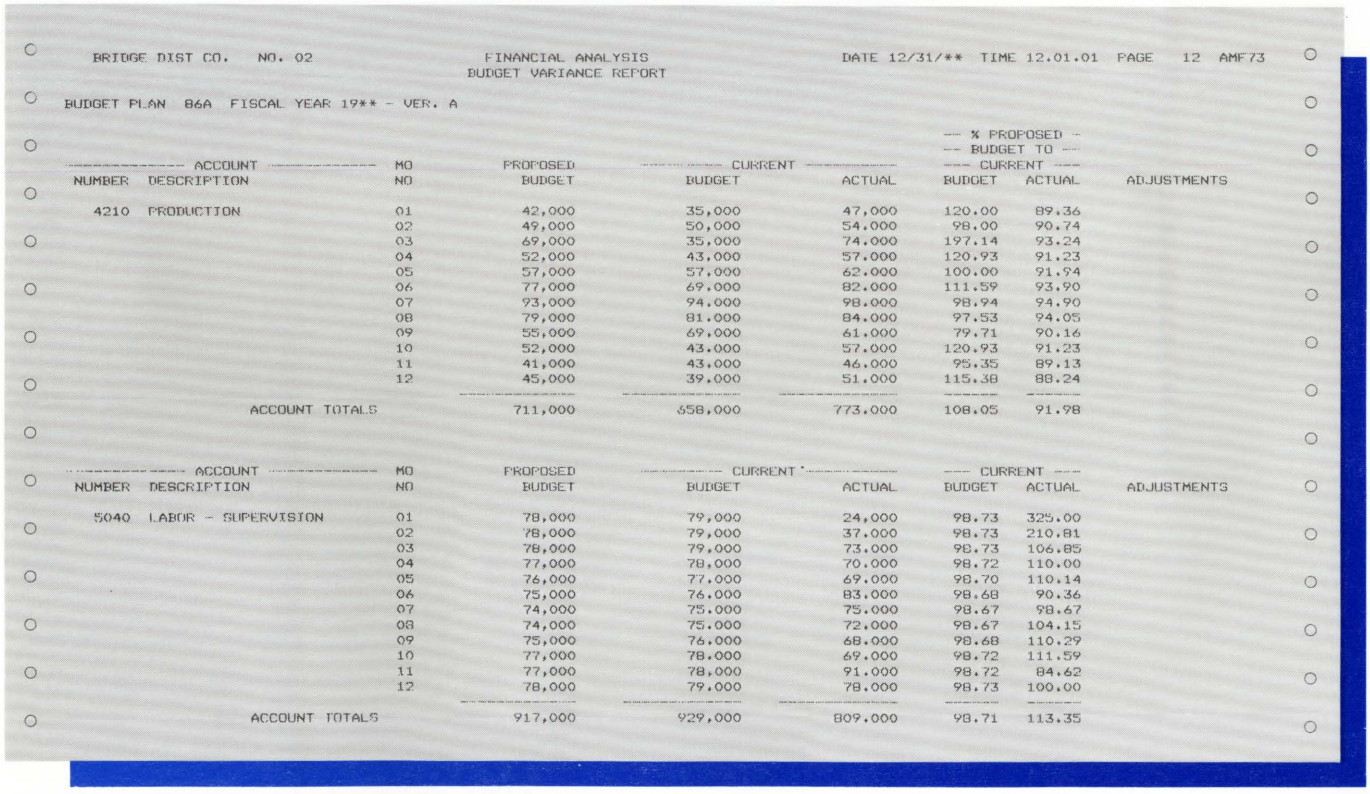
BRIDGE DIST CO. NO. 02 FINANCIAL ANALYSIS DATE 02/28/** TIME 12.31.56 PAGE 1 AMF77
BUDGET SPREAD SHEET

BUDGET PLAN 86A FISCAL YEAR 19** -- VER. A

---ACCOUNT--- NUMBER DESCRIPTION	BUDGET MONTHS JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	BUDGET ACCOUNT TOTAL
4000 GROSS SALES	500,000	450,000	500,000	765,000	969,000	1,173,000	4,357,000
4050 RETURNS AND ALLOWANCES	46,460	21,740	17,680	25,740	29,640	25,950	167,210
4100 PURCHASES	300,000	200,000	250,000	400,000	460,000	660,000	2,270,000
4190 INVENTORY CHANGE	0	0	0	0	0	0	0
4210 PRODUCTION	42,000	49,000	69,000	52,000	57,000	77,000	346,000
5040 LABOR - SUPERVISION	78,000	78,000	78,000	77,000	76,000	75,000	462,000
6145 EMPLOYER - PAID FRINGE	0	0	0	1,000	2,000	3,000	6,000
7010 SALARIES - OFFICERS	49,500	49,500	49,500	49,500	49,500	49,500	297,000
7030 SALARIES - SALES	38,500	38,500	38,500	38,500	38,500	38,500	231,000
7040 COMMISSIONS	15,000	15,000	15,000	15,000	15,000	15,000	90,000
7255 DEPRECIATION - BUILDING	20,000	20,000	20,000	20,000	20,000	20,000	120,000
7600 LEASE PAYMENTS	25,000	25,000	25,000	25,000	25,000	25,000	150,000
8010 INTEREST EXPENSE	5,000	5,000	4,000	3,000	4,000	5,000	26,000
9020 INCOME TAXES	10,000	40,000	10,000	20,000	30,000	40,000	150,000

The Budget Variance Report prints in ascending sequence by company, budget plan, budget account number, and period or month number. For each period or month requested, it shows proposed budget amount, current budget amount, current actual amount, percentage variance of proposed budget to current budget, and the percentage variance of proposed budget to current actual amount. There is also room on the report for you to note any adjustments that you want to make to the proposed budget.

Use this report after you have calculated the proposed budget amounts to see how they compare to what was budgeted last year and what actually happened in that period this year. You will want to pay particular attention to the variance columns and note any that seem to be out of line. Variances that exceed the maximum percentage that you specified during installation tailoring will be highlighted with an asterisk.



BRIDGE DIST CO. NO. 02 — FINANCIAL ANALYSIS — BUDGET VARIANCE REPORT — DATE 12/31/** TIME 12.01.01 PAGE 12 AMF73

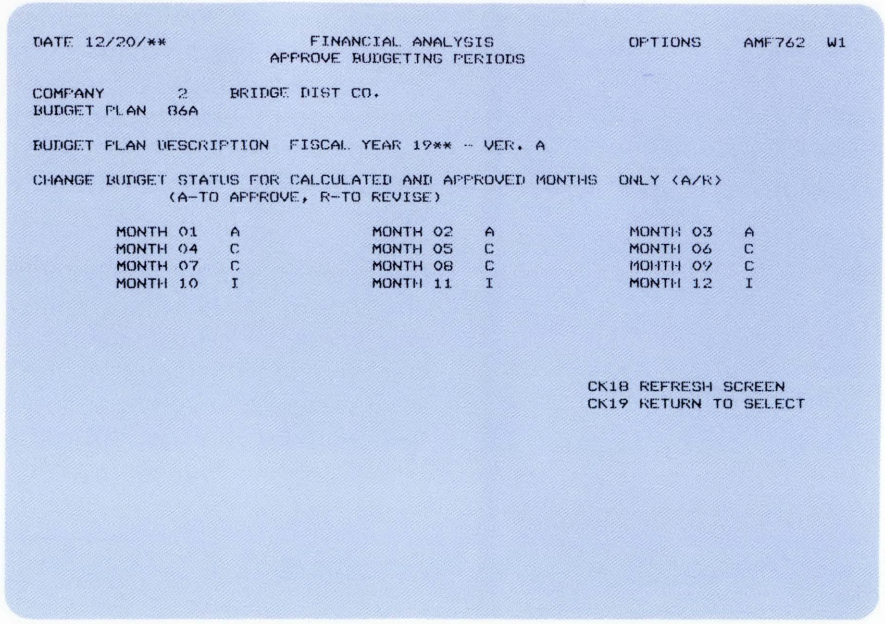
BUDGET PLAN 86A FISCAL YEAR 19** - VER. A

ACCOUNT NUMBER	DESCRIPTION	MO NO	PROPOSED BUDGET	CURRENT BUDGET	CURRENT ACTUAL	% PROPOSED BUDGET TO CURRENT BUDGET	% PROPOSED BUDGET TO CURRENT ACTUAL	ADJUSTMENTS
4210	PRODUCTION	01	42,000	35,000	47,000	120.00	89.36	
		02	49,000	50,000	54,000	98.00	90.74	
		03	69,000	35,000	74,000	197.14	93.24	
		04	52,000	43,000	57,000	120.93	91.23	
		05	57,000	57,000	62,000	100.00	91.94	
		06	77,000	69,000	82,000	111.59	93.90	
		07	93,000	94,000	98,000	98.94	94.90	
		08	79,000	81,000	84,000	97.53	94.05	
		09	55,000	69,000	61,000	79.71	90.16	
		10	52,000	43,000	57,000	120.93	91.23	
		11	41,000	43,000	46,000	95.35	89.13	
		12	45,000	39,000	51,000	115.38	88.24	
	ACCOUNT TOTALS		711,000	658,000	773,000	108.05	91.98	

ACCOUNT NUMBER	DESCRIPTION	MO NO	PROPOSED BUDGET	CURRENT BUDGET	CURRENT ACTUAL	% PROPOSED BUDGET TO CURRENT BUDGET	% PROPOSED BUDGET TO CURRENT ACTUAL	ADJUSTMENTS
5040	LABOR - SUPERVISION	01	78,000	79,000	24,000	98.73	325.00	
		02	78,000	79,000	37,000	98.73	210.81	
		03	78,000	79,000	73,000	98.73	106.85	
		04	77,000	78,000	70,000	98.72	110.00	
		05	76,000	77,000	69,000	98.70	110.14	
		06	75,000	76,000	83,000	98.68	90.36	
		07	74,000	75,000	75,000	98.67	98.67	
		08	74,000	75,000	72,000	98.67	104.15	
		09	75,000	76,000	68,000	98.68	110.29	
		10	77,000	78,000	69,000	98.72	111.59	
		11	77,000	78,000	91,000	98.72	84.62	
		12	78,000	79,000	78,000	98.73	100.00	
	ACCOUNT TOTALS		917,000	929,000	809,000	98.71	113.35	

Approving a proposed budget plan

After multiple revisions during the budgeting cycle, you are ready to approve a budget plan. When you approve a budget, it is available for posting to General Ledger and it is secure from unauthorized access. If you choose this option on the menu, you can also see the status of each budgeting period in the plan. From the display, you can approve a budget by period, or tell the system you want to revise the budget for a particular period.



Posting a proposed budget plan

When you are satisfied with a proposed budget and it is approved, you are ready to post the budget to the General Ledger master file budget records. If you choose, all General Ledger budget records can first be set to zero for the selected periods. The proposed budget amounts then become the current budget amounts. The Budget Posting Status Report prints showing total debits and credits as well as error or warning messages, if they occur. If there are errors, the report shows the records in error and the reason why they are in error.

```
DATE 01/17/**              FINANCIAL ANALYSIS                OPTIONS    AMF7A1  W1
                         POST PROPOSED BUDGET

                  COMPANY NUMBER                  2

                  BUDGET PLAN                    86A

                  ZERO OUT CURRENT BUDGETS
                    BEFORE POSTING (YES/NO)      YES



                                                      CK24 CANCEL THE JOB
```

Maintaining industry averages for financial ratios

Choose this option if you want to compare your company's ratios with the industry standards. You must enter the industry values. If you prefer a subset of the 23 available ratios, use these displays to specify the ratios you want to include on the report.

```
DATE  1/26/**              FINANCIAL ANALYSIS                CHANGE     AMF182  W1
COMPANY 03               UPDATE INDUSTRY AVERAGES

                                                                  USE
                                                     AVERAGE     RATIO
          ACCOUNTS PAYABLE TURNOVER (1)                 51        YES
          ACCOUNTS RECEIVABLE TURNOVER (1)              85        YES
          ACID TEST RATIO (1)                            8        YES
          AVERAGE AGE OF ACCOUNTS PAYABLE (1)          666        YES
          AVERAGE AGE OF ACCOUNTS RECEIVABLE (1)       424        YES
          AVERAGE AGE OF INVENTORY (1)                 288        YES

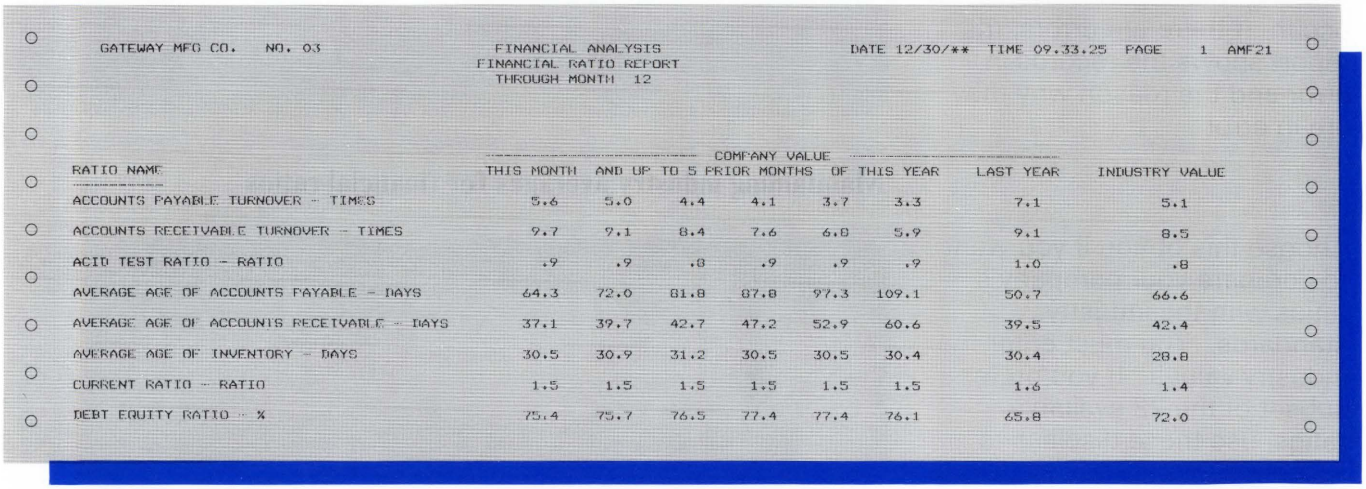
          CURRENT RATIO (1)                             14        YES
          DEBT EQUITY RATIO (1)                        720        YES
          DEBT TO TOTAL ASSETS (1)                     671        YES
          DEBT TO TOTAL CAPITALIZATION (1)             308        YES
          FIXED ASSET UTILIZATION (1)                  119        YES
          FIXED CHARGE COVERAGE (1)                     11        YES

                                                      CK18 REFRESH SCREEN
                                                      CK19 RETURN TO SELECT
```

Printing the Financial Ratio report

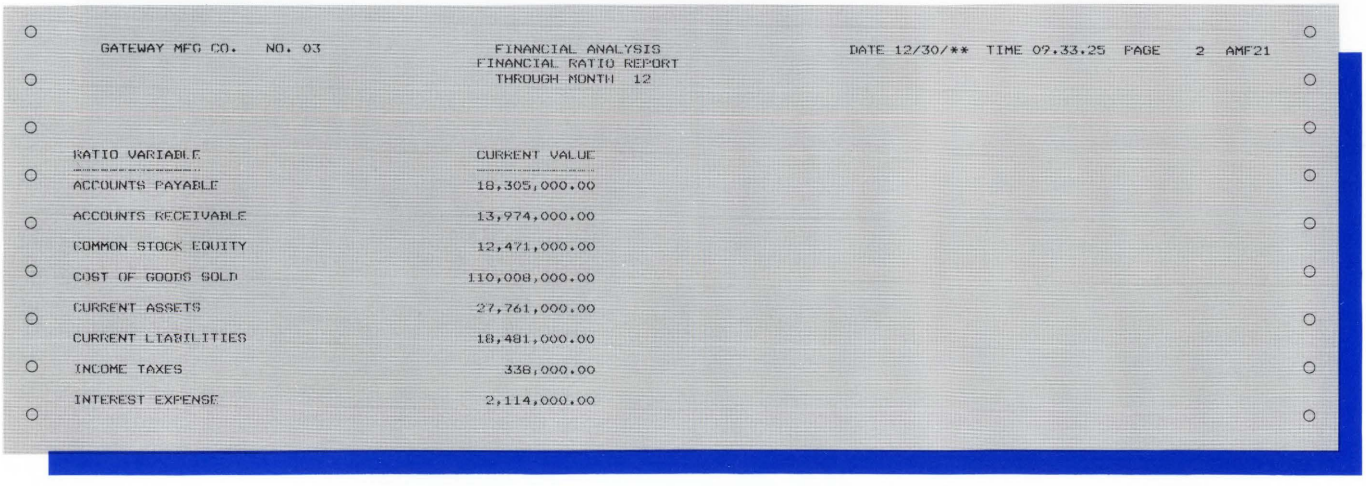
You can print the Financial Ratio report at any time. To calculate the year-to-date ratios, simply select the company and the period in the current year. Other options are: include ratios for up to five prior periods, include last year's values, and include the industry averages. The various account balances are summed to produce ratio variable totals (for example, Total Assets, Cost of Goods Sold). Financial Analysis can then substitute these ratio variable totals in the ratio formulas it uses to calculate the company values for each ratio.

Use this report to help monitor your company's financial progress. The ratio values for prior periods can show you if trends are developing. The history comparison can show you how the business looked at the same time last year. Having the industry standard values can help you compare your company's performance to that of your competitors.



GATEWAY MFG CO. NO. 03 — FINANCIAL ANALYSIS — FINANCIAL RATIO REPORT — THROUGH MONTH 12 — DATE 12/30/** TIME 09.33.25 PAGE 1 AMF21

RATIO NAME	COMPANY VALUE: THIS MONTH	AND UP TO 5 PRIOR MONTHS				OF THIS YEAR	LAST YEAR	INDUSTRY VALUE
ACCOUNTS PAYABLE TURNOVER - TIMES	5.6	5.0	4.4	4.1	3.7	3.3	7.1	5.1
ACCOUNTS RECEIVABLE TURNOVER - TIMES	9.7	9.1	8.4	7.6	6.8	5.9	9.1	8.5
ACID TEST RATIO - RATIO	.9	.9	.8	.9	.9	.9	1.0	.8
AVERAGE AGE OF ACCOUNTS PAYABLE - DAYS	64.3	72.0	81.8	87.8	97.3	109.1	50.7	66.6
AVERAGE AGE OF ACCOUNTS RECEIVABLE - DAYS	37.1	39.7	42.7	47.2	52.9	60.6	39.5	42.4
AVERAGE AGE OF INVENTORY - DAYS	30.5	30.9	31.2	30.5	30.5	30.4	30.4	28.8
CURRENT RATIO - RATIO	1.5	1.5	1.5	1.5	1.5	1.5	1.6	1.4
DEBT EQUITY RATIO - %	75.4	75.7	76.5	77.4	77.4	76.1	65.8	72.0

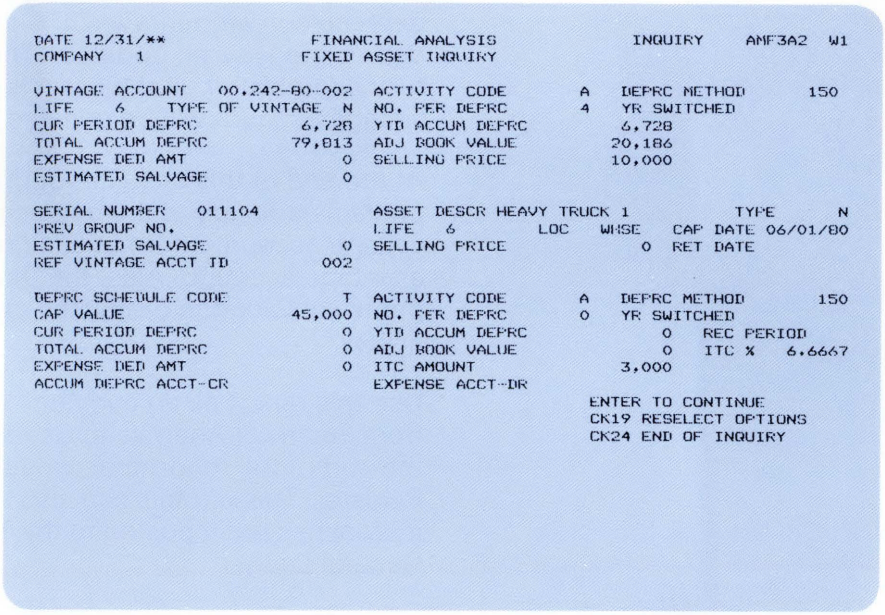


GATEWAY MFG CO. NO. 03 — FINANCIAL ANALYSIS — FINANCIAL RATIO REPORT — THROUGH MONTH 12 — DATE 12/30/** TIME 07.33.25 PAGE 2 AMF21

RATIO VARIABLE	CURRENT VALUE
ACCOUNTS PAYABLE	18,305,000.00
ACCOUNTS RECEIVABLE	13,974,000.00
COMMON STOCK EQUITY	12,471,000.00
COST OF GOODS SOLD	110,008,000.00
CURRENT ASSETS	27,761,000.00
CURRENT LIABILITIES	18,481,000.00
INCOME TAXES	338,000.00
INTEREST EXPENSE	2,114,000.00

Inquiring into fixed asset information

Whenever you need information about a fixed asset, select the inquiry option. If you choose a starting vintage account identification (used for Asset Depreciation Range) or starting serial number, you see all the information about that vintage account or asset on the display. On the first display you see the description of the vintage account or asset and the information from the first schedule. After you see all schedules for an asset, the system shows you the next asset in ascending sequence.



Calculating period depreciation

Generally, you calculate the depreciation amounts for each asset during each period. The number of periods in a year is specified by schedule and kept separately in the depreciation calendar. The system keeps track of which period is next and informs you when you reach the end of the year.

When you select the option, Calculate Period Depreciation, you get two choices—**print only** and **print and post**. **Print only** prints the Depreciation Register for any schedule and the Journal for Schedule B but does not update the files or post to General Ledger. **Print and post** prints the reports, updates all files, creates journal entries for Schedule B, and posts to General Ledger.

For either option, the system retrieves all assets for the company and schedule you select. Depreciation is calculated for all assets with an active status. The system makes sure that the amount of depreciation is less than or equal to the amount remaining to be depreciated. If the calculated amount is greater, the remaining amount is taken as the period depreciation. If you acquired the asset this period, the partial period depreciation is calculated for the exact number of days you owned the asset. Also, the Investment Tax Credit is determined.

When you choose the **print and post** option, each asset record is updated to reflect the period, year-to-date, and lifetime depreciation amounts and ITC amount. The number of periods depreciated is also updated. The system marks assets that are fully depreciated. If the asset is under the ADR election, the vintage account will be updated instead of the individual asset.

At the end of this task, the Depreciation Register (not shown) prints as an audit of the depreciation calculated this period. The vintage account information prints only for assets that are part of a vintage account. Also, the Depreciation Journal for Schedule B prints showing the calculated period depreciation for active assets.

Use this report as an audit trail of depreciation journal entries from Financial Analysis to General Ledger. Journal totals print at the end of the report that should balance to the preceding Register. These totals can also be used as a control once the journal has been posted to the Temporary General Ledger file in General Ledger.

NORTHCREEK IND. NO. 01 FINANCIAL ANALYSIS DATE 02/28/** TIME 15.30.00 PAGE 1 AMF3C
JOURNAL NO. 01 DEPRECIATION JOURNAL
FOR PERIOD ENDING 02/28/**

JOURNAL REFERENCE	TRANSACTION SOURCE	SERIAL NUMBER	-GENERAL LEDGER DEBIT- ACCOUNT	AMOUNT	-GENERAL LEDGER CREDIT- ACCOUNT	AMOUNT
GJ01-0001	DR-06	000550	6030	350.00		
GJ01-0002	DR-06	000550			1560	350.00
GJ01-0003	DR-06	001010	6030	166.67		
GJ01-0004	DR-06	001010			1560	166.67
GJ01-0005	DR-06	002314	6030	125.00		
GJ01-0006	DR-06	002314			1560	125.00
GJ01-0007	DR-06	002539	7510	250.00		
GJ01-0008	DR-06	002539			1565	250.00
GJ01-0009	DR-06	002757	6050	168.75		
GJ01-0010	DR-06	002757			1555	168.75
GJ01-0011	DR-06	003424	7510	303.16		
GJ01-0012	DR-06	003424			1565	303.16
GJ01-0013	DR-06	003576	7520	1,000.00		
GJ01-0014	DR-06	003576			1570	1,000.00
GJ01-0015	DR-06	004562	6030	892.86		
GJ01-0016	DR-06	004562			1560	892.86
GJ01-0017	DR-06	004593	6020	1,000.00		
GJ01-0018	DR-06	004593			1560	1,000.00
GJ01-0019	DR-06	004751	6020	3,571.43		
GJ01-0020	DR-06	004751			1560	3,571.43
GJ01-0021	DR-06	005509	6030	625.00		
GJ01-0022	DR-06	005509			1565	625.00
GJ01-0023	DR-06	005703	6020	16,666.67		
GJ01-0024	DR-06	005703			1555	16,666.67
GJ01-0025	DR-06	005712	7510	2,100.00		
GJ01-0026	DR-06	005712			1565	2,100.00
GJ01-0027	DR-06	009782	6030	287.28		
GJ01-0028	DR-06	009782			1560	287.28
GJ01-0029	DR-06	009783	6040	1,125.00		
GJ01-0030	DR-06	009783			1570	1,125.00
GJ01-0031	DR-06	009784	6030	187.50		
GJ01-0032	DR-06	009784			1560	187.50
GJ01-0033	DR-06	009785	6020	3,035.71		
GJ01-0034	DR-06	009785			1555	3,035.71
GJ01-0035	DR-06	009999	6050	1,666.67		
GJ01-0036	DR-06	009999			1555	1,666.67
GJ01-0037	DR-06	011101	7510	781.25		
GJ01-0038	DR-06	011101			1565	781.25
GJ01-0039	DR-06	011102	6040	2,343.75		
GJ01-0040	DR-06	011102			1565	2,343.75
GJ01-0041	DR-06	011104	6040	1,875.00		
GJ01-0042	DR-06	011104			1570	1,875.00
		JOURNAL TOTALS		38,521.70		38,521.70

Printing fixed asset demand reports

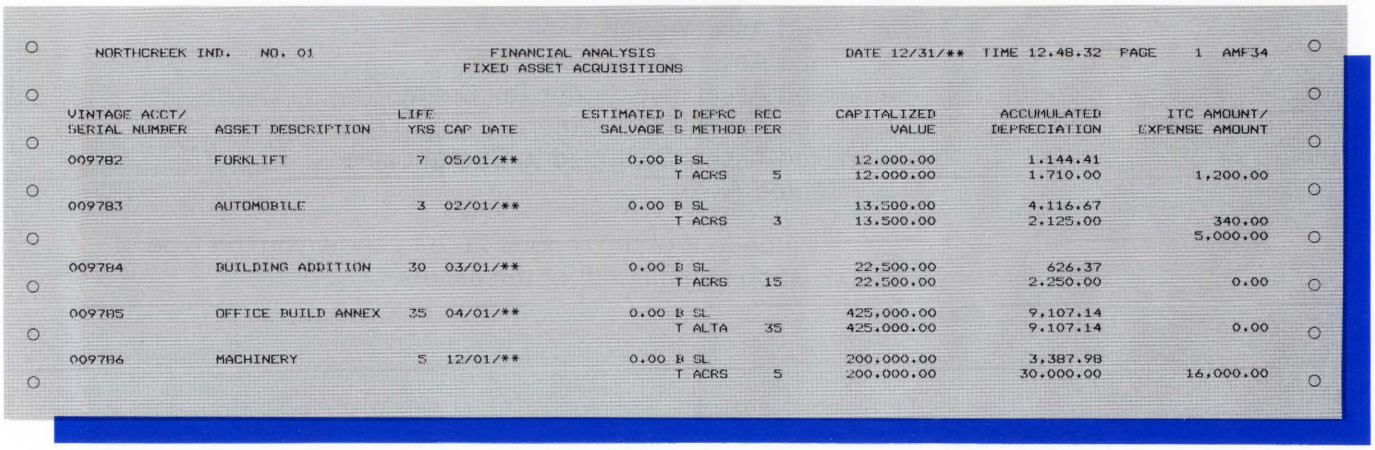
You may print any of the Fixed Asset reports whenever you wish. Use these reports when you want to see the current status of all your assets. They will help you prepare the internal or tax reports for your company.

There are seven demand reports:

- Asset Depreciation Range
- Fixed Asset Acquisitions
- Fixed Assets by Activity Code
- Fixed Asset Investment Tax Credit
- Fixed Assets by Location
- Fixed Assets Switched to Straight Line
- Retired Assets

We include four of the reports here to show you the type of information maintained for the assets.

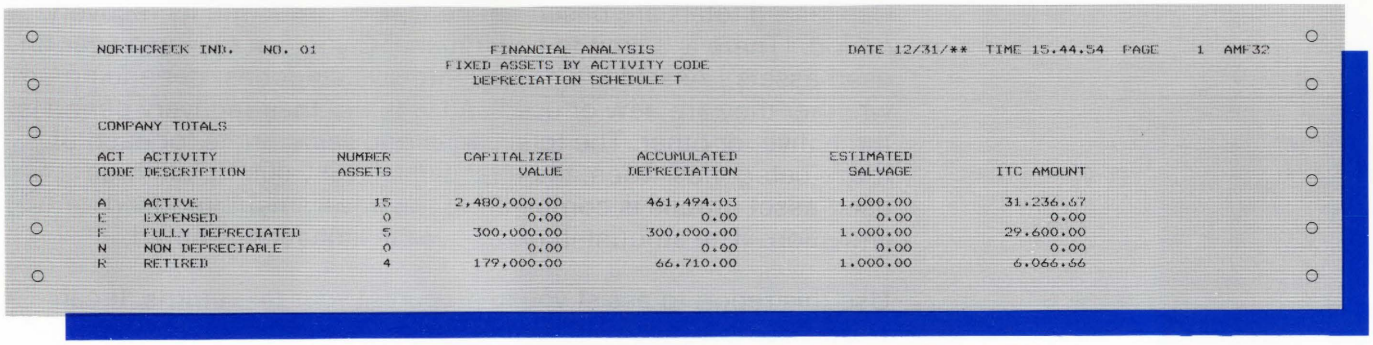
The **Fixed Asset Acquisitions** report shows all assets acquired during the requested year or all capitalized years. It prints sequentially by company, serial number or vintage account, and depreciation schedule. The report includes the descriptive information about each asset and the depreciation information for each schedule. Use this report to help you update your asset accounts in General Ledger. Also, you can keep this as a record of how the assets were initially set up.



NORTHCREEK IND. NO. 01 — FINANCIAL ANALYSIS — FIXED ASSET ACQUISITIONS — DATE 12/31/** TIME 12.48.32 PAGE 1 AMF34

VINTAGE ACCT/ SERIAL NUMBER	ASSET DESCRIPTION	LIFE YRS	CAP DATE	ESTIMATED SALVAGE	D S	DEPRC METHOD	REC PER	CAPITALIZED VALUE	ACCUMULATED DEPRECIATION	ITC AMOUNT/ EXPENSE AMOUNT
009782	FORKLIFT	7	05/01/**	0.00	B	SL		12,000.00	1,144.41	
					T	ACRS	5	12,000.00	1,710.00	1,200.00
009783	AUTOMOBILE	3	02/01/**	0.00	B	SL		13,500.00	4,116.67	
					T	ACRS	3	13,500.00	2,125.00	340.00
										5,000.00
009784	BUILDING ADDITION	30	03/01/**	0.00	B	SL		22,500.00	626.37	
					T	ACRS	15	22,500.00	2,250.00	0.00
009785	OFFICE BUILD ANNEX	35	04/01/**	0.00	B	SL		425,000.00	9,107.14	
					T	ALTA	35	425,000.00	9,107.14	0.00
009786	MACHINERY	5	12/01/**	0.00	B	SL		200,000.00	3,387.98	
					T	ACRS	5	200,000.00	30,000.00	16,000.00

The **Fixed Assets by Activity Code** report shows the totals of each activity code within a company. For each activity code, the report prints the number of assets, capitalized value, accumulated depreciation, estimated salvage, and the amount of ITC. This is a summary report only. Use this report to see how many assets you have in any particular category.



NORTHCREEK IND. NO. 01 FINANCIAL ANALYSIS DATE 12/31/** TIME 15.44.54 PAGE 1 AMF32
FIXED ASSETS BY ACTIVITY CODE
DEPRECIATION SCHEDULE T

COMPANY TOTALS

ACT CODE	ACTIVITY DESCRIPTION	NUMBER ASSETS	CAPITALIZED VALUE	ACCUMULATED DEPRECIATION	ESTIMATED SALVAGE	ITC AMOUNT
A	ACTIVE	15	2,480,000.00	461,494.03	1,000.00	31,236.67
E	EXPENSED	0	0.00	0.00	0.00	0.00
F	FULLY DEPRECIATED	5	300,000.00	300,000.00	1,000.00	29,600.00
N	NON DEPRECIABLE	0	0.00	0.00	0.00	0.00
R	RETIRED	4	179,000.00	66,710.00	1,000.00	6,066.66

The **Fixed Asset Investment Tax Credit (ITC)** report prints only those assets on Schedule T(Tax) that had an ITC amount calculated. It prints by company, capitalized year, serial number, or serial number within a vintage account. You can request it for one or for all capitalized years. The report shows you totals for both new and used assets.

Capitalized totals are based on the type of asset and its recovery period. (There is a limit to how much ITC you can take in a year on used assets.) Assets are divided into six categories; depending on whether they are new or used and whether their recovery period is three, five, or other. The total capitalized value prints for each of these categories. Then, the total capitalized value for all three used asset groups is compared to the government imposed limitation. The amount in excess of the limitation is noted.

Use this report to assist you in preparing your tax returns. It can show you how much ITC and Expense Deduction were calculated for all your acquired assets. If the totals show that your ITC on used assets exceeds the limitation, you may want to make adjustments to the individual assets' ITC amounts so as not to exceed the limit.

NORTHCREEK IND. NO. 01 FINANCIAL ANALYSIS DATE 12/31/** TIME 15.15.45 PAGE 1 AMF36
FIXED ASSET INVESTMENT TAX CREDIT
(SCHEDULE T ONLY)

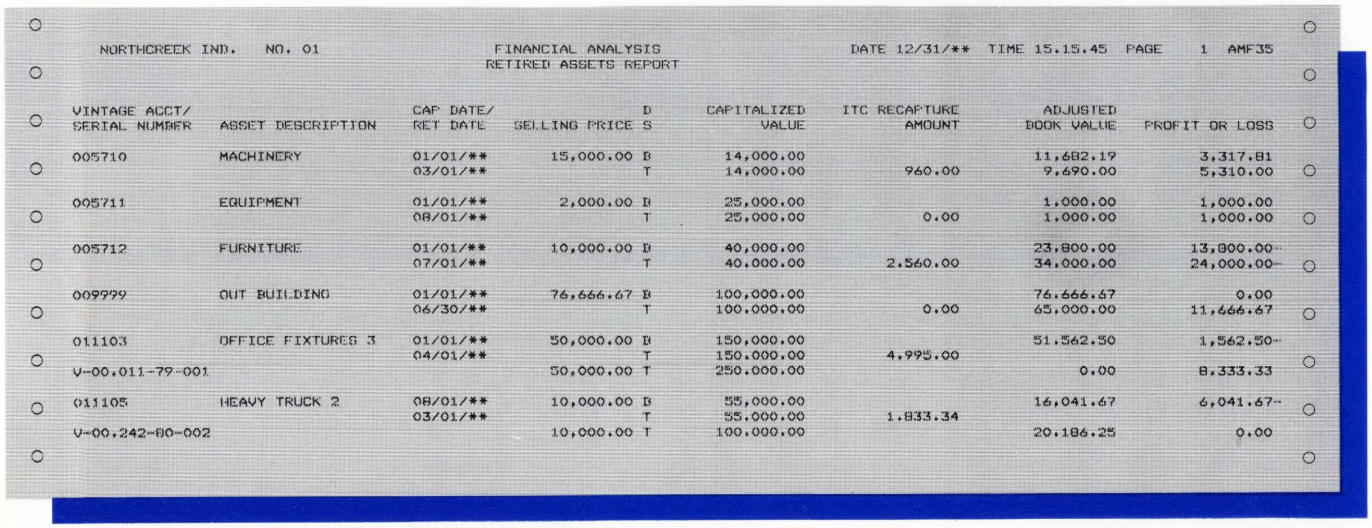
VINTAGE ACCT/ SERIAL NUMBER	ASSET DESCRIPTION	TYPE ASSET	REC PER	CAP DATE	CAPITALIZED VALUE	EXPENSE DEDUCTION	ACCUM DEPRC CURRENT YEAR	ITC PERCENT	ITC AMOUNT	A C
009782	FORKLIFT	N	5	05/01/**	12,000.00	0.00	1,710.00	10.0000	1,200.00	A
009783	AUTOMOBILE	N	3	02/01/**	13,500.00	5,000.00	2,125.00	4.0000	340.00	A
009786	MACHINERY	U	5	12/01/**	200,000.00	0.00	30,000.00	8.0000	16,000.00	A

NORTHCREEK IND. NO. 01 FINANCIAL ANALYSIS DATE 12/31/** TIME 15.15.45 PAGE 2 AMF36
FIXED ASSET INVESTMENT TAX CREDIT
(SCHEDULE T ONLY)

	CAPITALIZED VALUE	EXPENSE DEDUCTION	ACCUM DEPRC CURRENT YEAR	ITC AMOUNT
COMPANY TOTALS	225,500.00	5,000.00	33,835.00	17,540.00
TOTAL NEW ASSETS, RECOVERY PERIOD - 3	13,500.00			
TOTAL NEW ASSETS, RECOVERY PERIOD - 5	12,000.00			
TOTAL NEW ASSETS, RECOVERY PERIOD - OTHER	0.00			
TOTAL NEW ASSETS	25,500.00			
TOTAL USED ASSETS, RECOVERY PERIOD - 3	0.00			
TOTAL USED ASSETS, RECOVERY PERIOD - 5	200,000.00			
TOTAL USED ASSETS, RECOVERY PERIOD - OTHER	0.00			
TOTAL USED ASSETS	200,000.00			
LIMITATION PER GROUP	125,000.00			
TOTAL USED ASSETS, EXCESS OF LIMIT	75,000.00			

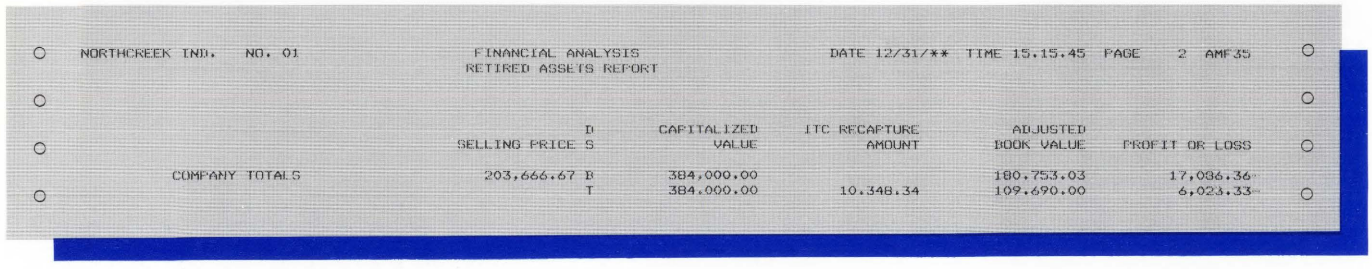
The **Retired Assets Report** shows you all the assets that have been retired during the current year. It prints by company, serial number, and depreciation schedule. The report shows the asset's retirement date, selling price, adjusted book value and profit or loss at the time of retirement. If you retired the asset before all the ITC amount was earned, the amount of ITC recapture prints on the report. Totals print for the company and each schedule within the company. The report prints only those assets with an activity code of R (retired).

Use this report at the end of the year to have a record of all the assets you retired. Be sure to print this report before you choose the menu option Reset Depreciation Balances. The Reset Depreciation Balances function removes retired assets from the Fixed Assets file. Information from this report can help you to prepare for fiscal year-end close.



NORTHCREEK IND. NO. 01 — FINANCIAL ANALYSIS — RETIRED ASSETS REPORT — DATE 12/31/** TIME 15.15.45 PAGE 1 AMF35

VINTAGE ACCT/ SERIAL NUMBER	ASSET DESCRIPTION	CAP DATE/ RET DATE	SELLING PRICE	D S	CAPITALIZED VALUE	ITC RECAPTURE AMOUNT	ADJUSTED BOOK VALUE	PROFIT OR LOSS
005710	MACHINERY	01/01/**	15,000.00	B	14,000.00		11,682.19	3,317.81
		03/01/**		T	14,000.00	960.00	9,690.00	5,310.00
005711	EQUIPMENT	01/01/**	2,000.00	B	25,000.00		1,000.00	1,000.00
		08/01/**		T	25,000.00	0.00	1,000.00	1,000.00
005712	FURNITURE	01/01/**	10,000.00	B	40,000.00		23,800.00	13,800.00-
		07/01/**		T	40,000.00	2,560.00	34,000.00	24,000.00-
009999	OUT BUILDING	01/01/**	76,666.67	B	100,000.00		76,666.67	0.00
		06/30/**		T	100,000.00	0.00	65,000.00	11,666.67
011103	OFFICE FIXTURES 3	01/01/**	50,000.00	B	150,000.00		51,562.50	1,562.50-
		04/01/**		T	150,000.00	4,995.00		
V-00.011-79-001			50,000.00	T	250,000.00		0.00	8,333.33
011105	HEAVY TRUCK 2	08/01/**	10,000.00	B	55,000.00		16,041.67	6,041.67-
		03/01/**		T	55,000.00	1,833.34		
V-00.242-80-002			10,000.00	T	100,000.00		20,186.25	0.00

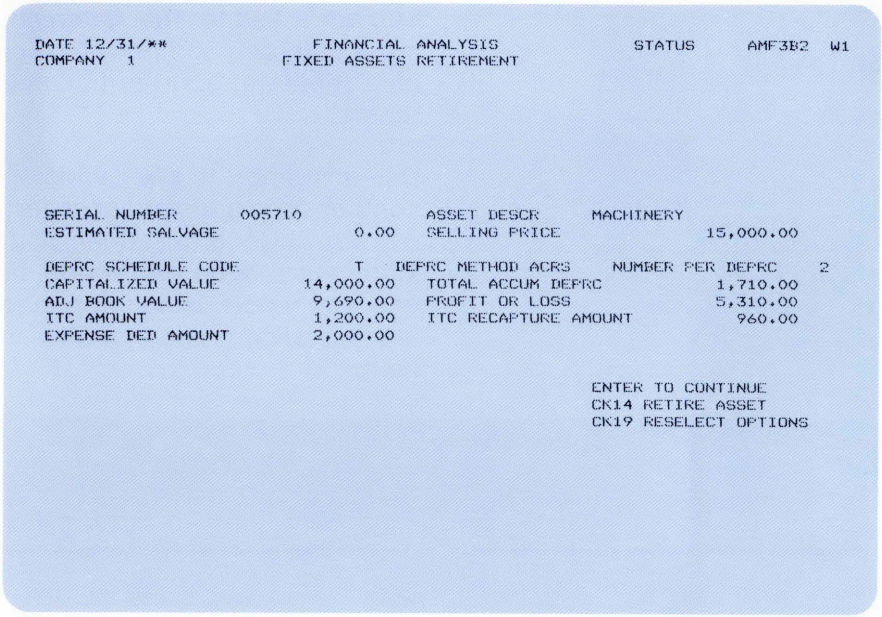


NORTHCREEK IND. NO. 01 — FINANCIAL ANALYSIS — RETIRED ASSETS REPORT — DATE 12/31/** TIME 15.15.45 PAGE 2 AMF35

	SELLING PRICE	D S	CAPITALIZED VALUE	ITC RECAPTURE AMOUNT	ADJUSTED BOOK VALUE	PROFIT OR LOSS
COMPANY TOTALS	203,666.67	B	384,000.00		180,753.03	17,086.36-
		T	384,000.00	10,348.34	109,690.00	6,023.33-

Retiring an asset

Choose this task whenever your company is no longer using an asset and you want to take it out of active service. If you are not sure you want to retire the asset, simply enter the selling price and the retirement date. The system calculates the remaining depreciable value, adjusted book value, profit or loss, and ITC recapture amount. The display reappears with the results. At this point, you can proceed with or cancel the retirement.



At the end of this task, the Asset Retirement Register prints an audit of all retired assets. If you have assets on Schedule B, the Depreciation Journal prints and posts the accrued depreciation journal entries to General Ledger.

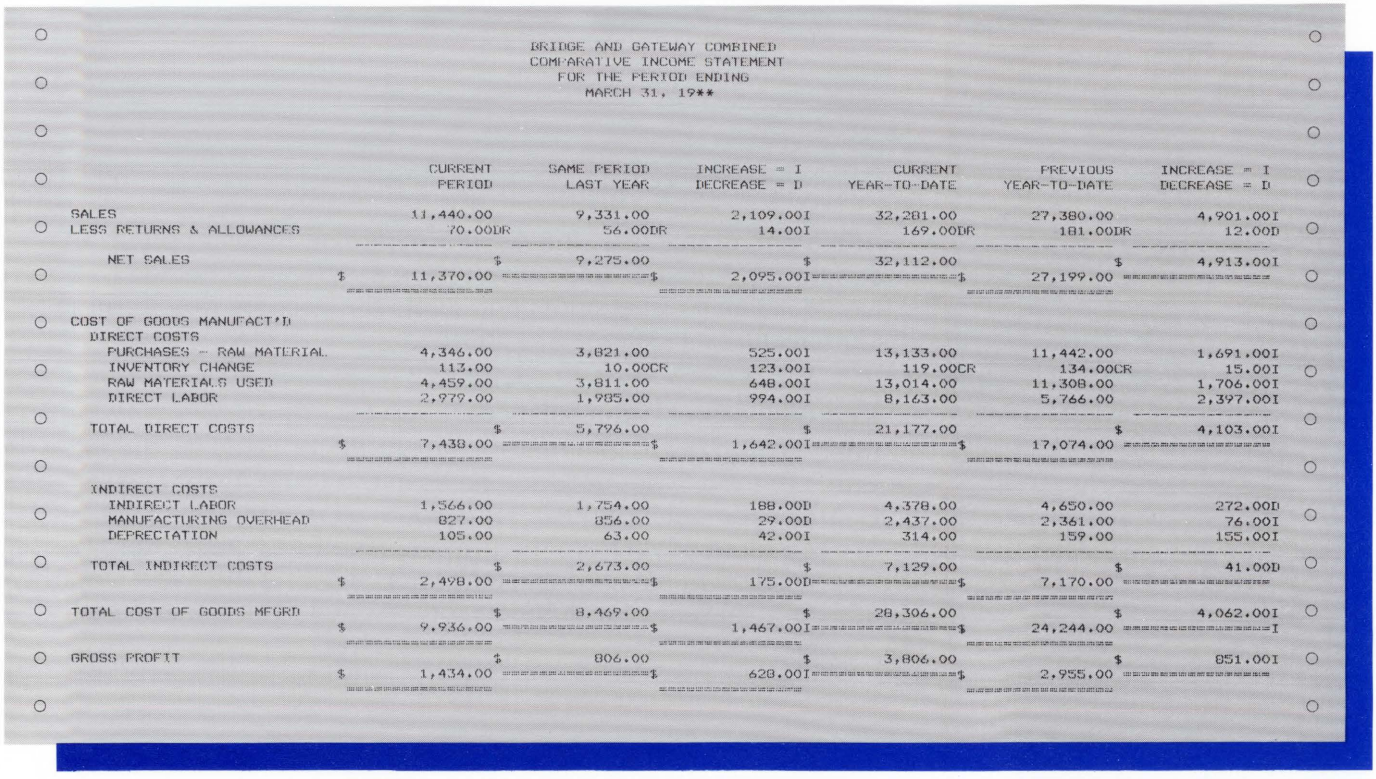
Resetting depreciation balances

Choose this task at the end of the year to get ready for the new year. The yearly depreciation fields in the Fixed Asset and Depreciation Calendar files are zeroed; all retired assets are marked for removal from the system. The Fixed Asset Reset Depreciation Balances Register prints, showing the asset's activity code and current year depreciation on each schedule before the zeroing occurred.

Printing a Report Writer financial statement

Select this task to print a financial statement in your own format. You are asked for the statement code. If the format applies to more than one company, you can choose to print each company on a separate report or to combine multiple companies on one report.

Use this report to see period or year-to-date balances, comparisons and variances for the current, budget, and history records in General Ledger. You can define balance sheets, income statements, expense reports, budget reports, or any other financial report using information from the General Ledger Master file (including posted journals from the Temporary General Ledger file.)



BRIDGE AND GATEWAY COMBINED
COMPARATIVE INCOME STATEMENT
FOR THE PERIOD ENDING
MARCH 31, 19**

	CURRENT PERIOD	SAME PERIOD LAST YEAR	INCREASE = I DECREASE = D	CURRENT YEAR-TO-DATE	PREVIOUS YEAR-TO-DATE	INCREASE = I DECREASE = D
SALES	11,440.00	9,331.00	2,109.00I	32,281.00	27,380.00	4,901.00I
LESS RETURNS & ALLOWANCES	70.00DR	56.00DR	14.00I	169.00DR	181.00DR	12.00D
NET SALES	$ 11,370.00	$ 9,275.00	$ 2,095.00I	$ 32,112.00	$ 27,199.00	$ 4,913.00I
COST OF GOODS MANUFACT'D						
DIRECT COSTS						
PURCHASES - RAW MATERIAL	4,346.00	3,821.00	525.00I	13,133.00	11,442.00	1,691.00I
INVENTORY CHANGE	113.00	10.00CR	123.00I	119.00CR	134.00CR	15.00I
RAW MATERIALS USED	4,459.00	3,811.00	648.00I	13,014.00	11,308.00	1,706.00I
DIRECT LABOR	2,979.00	1,985.00	994.00I	8,163.00	5,766.00	2,397.00I
TOTAL DIRECT COSTS	$ 7,438.00	$ 5,796.00	$ 1,642.00I	$ 21,177.00	$ 17,074.00	$ 4,103.00I
INDIRECT COSTS						
INDIRECT LABOR	1,566.00	1,754.00	188.00D	4,378.00	4,650.00	272.00D
MANUFACTURING OVERHEAD	827.00	856.00	29.00D	2,437.00	2,361.00	76.00I
DEPRECIATION	105.00	63.00	42.00I	314.00	159.00	155.00I
TOTAL INDIRECT COSTS	$ 2,498.00	$ 2,673.00	$ 175.00D	$ 7,129.00	$ 7,170.00	$ 41.00D
TOTAL COST OF GOODS MFGRD	$ 9,936.00	$ 8,469.00	$ 1,467.00I	$ 28,306.00	$ 24,244.00	$ 4,062.00I
GROSS PROFIT	$ 1,434.00	$ 806.00	$ 628.00I	$ 3,806.00	$ 2,955.00	$ 851.00I

Section 3. Miscellaneous information

System requirements

The minimum system configuration for any one of the applications discussed in this book is an IBM System/36 with:

- 29.1 megabytes of disk storage (single disk)
- One system printer can be either a line printer or a serial printer
- One display station
- 128K bytes of main storage
- 2D diskette

Although there is nothing inherent in the design of MAPICS to prevent the use of the minimum system configurations stated above, the system configuration for a particular customer must be able to accommodate the expected business volumes, data base size, and operating requirements.

Consult your IBM representative for guidance. Refer to "Performance Considerations" later in this section for more details.

Programming systems

These System/36 program products are required:

- The System Support program product (5727-SS1)

  The application programs are written in the System/36 RPG II programming language. Therefore if you want to make modifications to the application programs you must also have the RPG II compiler (5727-RG1) and the Utilities program product (5727-UT1) available.

- The following MAPICS II Program Products are required to execute these MAPICS applications:

  - Cross Application System Support (5727-M7X)

  - For Financial Analysis, General Ledger is a prerequisite installation.

Performance considerations

The features described in this section impact System/36 operational performance. If you plan to install several applications, you may need more than the minimum system configuration.

Main storage. Each application program is designed to execute within a particular minimum main storage size. (The minimum configuration is listed under "System requirements" on this page).

In some instances, a main storage capacity greater than the minimum required will improve performance. For example, performance can be affected by:

- The number of jobs operating concurrently
- The number of work stations the system allows to be operating concurrently on the same job
- The number of work stations concurrently on the same or different applications

Disk storage. The larger your disk storage, the more information you can store in the system. If you plan to store large volumes of data, you will need a disk storage capacity larger than the minimum required. Then, you will be able to expand your files as your business increases.

Printer speeds. A line printer produces reports and listings at a significantly greater speed than a serial printer. If you anticipate heavy printing volumes, you should select a line printer to be used as your system printer. Selecting a printer speed higher than the minimum may also help increase performance. Keep in mind that all work station printers are serial printers.

Accordingly, consult your IBM representative for assistance in determining the optimum main storage capacity—as well as disk and printer selection—for your particular combination of applications and their related volumes.

Offline diskette entry

If you have departments that need to enter source data, but they are located off the premises (such as across a public thoroughfare), you might consider the addition of an offline diskette entry system. This allows a user department to enter information offline onto diskettes. The diskettes can then be delivered to your system console operator for processing in batch mode.

IBM's educational programs

To prepare you to use the applications, education is offered for installation managers, operators, and users of manufacturing applications.

For the installation manager

- *Computer Concepts*—Introduces the manager to computer concepts, controls, and procedures. This course lays the foundation for the transition from your present approach to a data processing system. This course is offered through the Guided Learning Center.
- *System/36 Installation Planning and Management*—To be taken after Computer Concepts. The basic planning tasks involved in preparing for a computer installation are discussed, as well as day-to-day system operations. This course is offered through the Guided Learning Center.
- *MAPICS Installation Seminar*—Discusses the various installation and planning activities required for installing MAPICS. This course is taught at the local branch office.

For work station operators

- *System/36 Work Station Operator Training*— This self-study course introduces the work station operator to the operating tasks of a work station. Exercises are included that demonstrate sign-on and sign-off procedures, selecting jobs, and entering data into the system.

For system operators

- *System/36 System Operations Self-Study Course S2577*— Introduces the system operator to the operating characteristics of a System/36 console. Exercises are included that demonstrate the use of spooling, multiprogramming, and system utilities. This course is to be taken after System/36 Work Station Operator Training and is offered through the Guided Learning Center.

Check with your IBM marketing representative for a complete list of Guided Learning Center courses. Your marketing representative can also provide a list of seminars conducted at the Branch Customer Support Center.

Application education

- *MAPICS Accounting*—For those customers installing the General Ledger, Payroll, Financial Analysis, Accounts Payable, Accounts Receivable, Order Entry and Invoicing and/or Sales Analysis applications. This course is taught at the Manufacturing Industry Support Center and includes lecture, hands-on-training, and review of documentary aids.

- *MAPICS Manufacturing PDM/IM*—For the customer installing MAPICS Product Data Management Purchasing and/or Inventory Management. This course is taught by the Manufacturing Industry Support Center and includes lecture, hands-on-training, application function, interfaces, and implementation techniques.

- *MAPICS Manufacturing MRP/PCC/DCSS/CRP*—For the customer who will be installing Material Requirements Planning, Production Control and Costing, Data Collection System Support, Forecasting and/or Capacity Requirements Planning. The course is taught at the Manufacturing Industry Support Center and includes lecture, hands-on-training, application function, interfaces, and implementation techniques.

- *MAST (Modular Application System Training)*—Separate self-study modules covering all of the manufacturing applications from general executive overviews and concepts to the detail of implementation.

- *MAPICS Operator Training*—Included with each of the MAPICS applications is hands-on self-study operator training for both the work station operator and the system operator.

IBM's installation guidance

An *Installation Made Easy Workbook* and an application reference manual that describe planning and installation activities in detail will be available to you. Here is a brief description of the process.

Installation considerations

With complete understanding of the responsibilities of each participant in the installation process, installation planning can help make the installation and operation of your IBM applications smooth and successful. The system is designed to relieve you of many of the tasks normally associated with installing a data processing system.

You can receive professional installation guidance from IBM. However, there are certain tasks for which you are responsible, such as the accurate and timely conversion of your present data to the format required for your application. Paying close attention to these responsibilities is the key to a successful installation.

Installation and conversion aids

To make it easier to install your system and convert your present data into the machine-readable form required by the IBM System/36, the application includes:

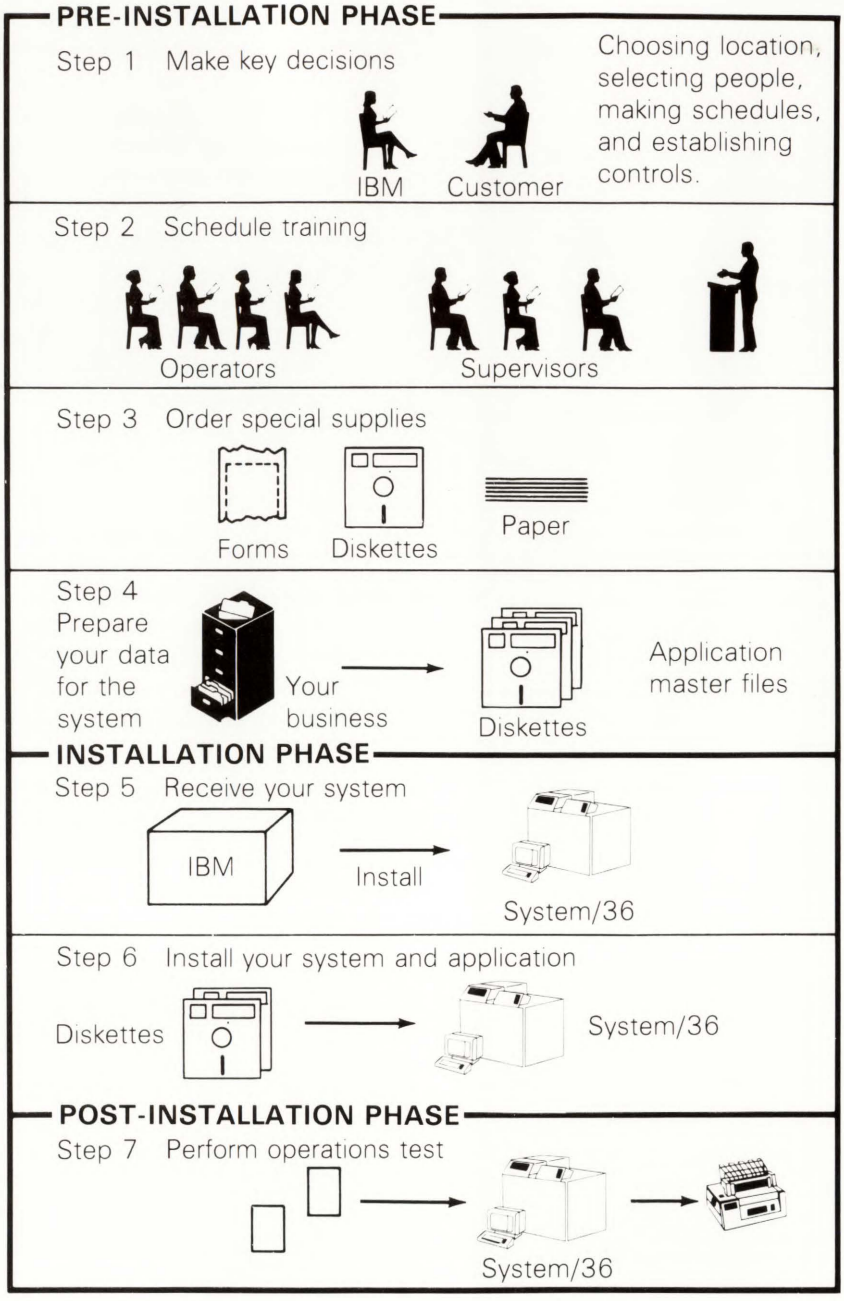
- A special procedure that loads into the System/36 the general-purpose procedures that are necessary for regular processing operations.
- Procedure for users of System/34 and System/36 MAPICS to convert their files to System/36 MAPICS II.
- File maintenance procedures:
  - Load your master file data into the System/36.
  - Edit the master records and delete any erroneous ones. When the editing is complete, the master files are available for processing.
  - Let you print the contents of the master records for review at any time during the loading process.
  - Let you enter data records into your system either directly through the System/36 display station or, in most cases, through diskettes prepared offline.
- File-sizing procedures:
  - Allow you to specify the number of records in your master files (number of customers, items, invoices per day, and so forth).
  - Determine whether your files will fit in available disk storage. You receive a listing that shows how the available disk storage would be allocated if these sizes were used.
  - Allow you to alter the sizes of the master files whenever needed. A new listing is printed each time a new set of sizes is entered.
- System tailoring procedures that let you select options that reflect the way you conduct your business, for example, if you use 12-month or 13-period accounting and whether you use cash or accrual accounting.

Installation activities

System installation is divided into three phases: pre-installation, installation, and post-installation. Pre-installation consists of activity that must be done before your System/36 and the application(s) are installed. Key decisions must be made as to where to place the computer and display stations, who will operate them, who will provide you information for processing, and who will use the reports that are produced. Training must be scheduled for the operators, as well as for other people you will work with, so that the system will be used effectively. In addition, supplies necessary for running the System/36 and your application must be obtained.

The installation phase begins when the System/36 and the first application are delivered, and ends when the last application is operational.

Post-installation consists of performing operations tests. When the testing is completed and you have proved that the system works in your operating environment, you can change over to total use of the new system.



Customer responsibilities

As an IBM customer, you can receive technical guidance both during and after installation of your system, but *you* are responsible for these activities:

- **Select and train system-related personnel**—You need to select and train someone who will be responsible for coordinating all System/36 operations and the people who will operate the system on a day-to-day basis.
- **Select and plan for implementation of optional features**—You must choose which applications to implement and determine the sequence of their installation. For example, you might decide to install Payroll at the beginning of a new year, or General Ledger at the beginning of a fiscal quarter. You must also decide which optional features to use with the applications (system tailoring) and understand interaction between applications.

- **Develop an installation schedule and checklist**—Once you have decided what must be done, it is a good idea to work out a schedule for starting and completing each installation activity. This schedule is useful in assigning tasks to individuals in your company.
- **Order special supplies**—You will need to obtain these special supplies for your System/36: report binders, diskettes, ribbons, preprinted input documents, stock paper, preprinted forms for checks, W-2's, 941a's, and so forth.

- **Train the user departments**—It is important to educate the personnel in your company who will be affected by the system, particularly those who will be entering the data for processing and those who need to understand and use the reports that are produced.

- **Prepare the physical site for the computer**—You will need to prepare space for the System/36, the work stations and system console, as well as provide storage space for computer output, a diskette library, and computer supplies.

- **Gather data for the master files required for your applications**—Gathering the data can establish employee or vendor numbers and prepare other master data for each master record required by the applications being installed. Be sure to check all data for completeness, accuracy, and correct formats. If you intend to load the master data into the System/36 using data entry diskettes prepared by an offline data entry system, you need to make plans for such diskette preparation prior to system installation. If you intend to enter the master data at the System/36 display station, have all the data input forms ready when the system arrives.

- **Plan for parallel or pilot operation**—You should plan to conduct either a parallel or pilot run of your new system. In a parallel operation, both systems process current data. In a pilot operation, the System/36 processes data from a previous period while current data is being processed using the old system. In both methods, you compare the results against the controls for the appropriate processing period.

- **Direct all the system operations**—Both before and after the System/36 is installed, you will need to supervise all system operations, including reviewing input documents and directing your operators in their daily tasks—taking control totals, running the System/36, running the application procedures, verifying results against control totals, and distributing system output.

- **Coordinate conversion and system test operations**—After the system is installed, you should supervise the loading of master files, testing of system operations, and verification of processing results.

File loading and file maintenance operations

File loading and file maintenance are two separate and distinct functions that use the same procedures and facilities.

File loading, done initially when the system is installed and periodically as needed, lets you enter entire records into the master files.

File maintenance, done whenever it is necessary to change information in existing master files, lets you enter or change individual fields within records, or add new master records.

Figure 3-1 shows how information flows through file loading and file maintenance operations. The numbers in the following discussion refer to this figure.

Loading and changing master files

You can load files in one of two ways. The first way 1 involves keying the records onto diskette using an offline diskette entry system, then processing the diskette on the System/36. The second way 2 involves entering the records through a display station. File loading occurs online. As records are entered and edited, they are immediately added to the master files and made available for use by other jobs.

File maintenance (changing the files) is always performed using online data entry at a display station.

Optionally, listings can be printed 3 showing a "before" and "after" version of each record changed.

Reviewing the contents of the master files

On request, the system can print file lists 4 that you can use to make certain that the information in the master files is accurate and up to date.

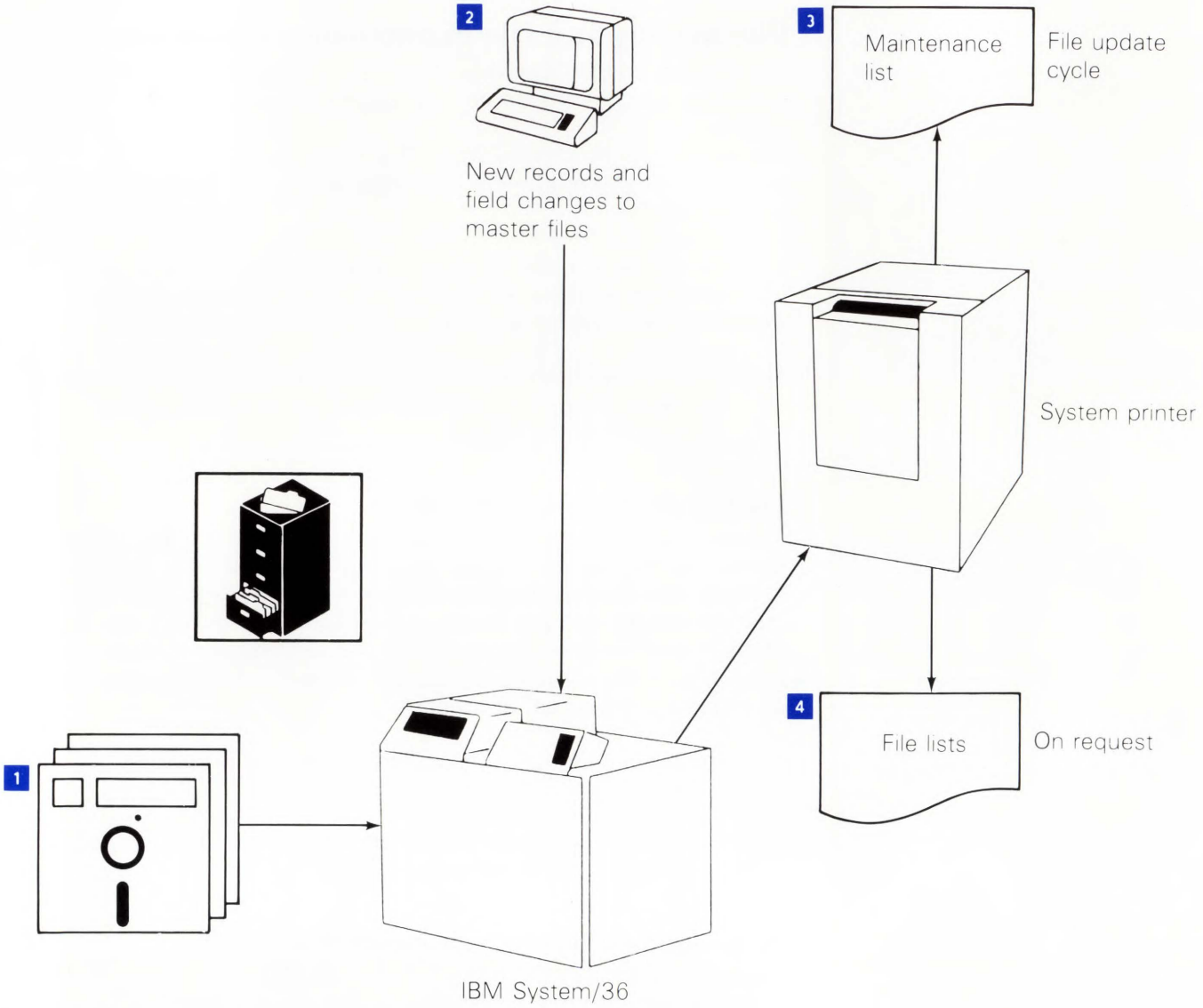


Figure 3-1. File loading and file maintenance information flow

The data base

An application system maintains and uses a number of system- and application-oriented files and records. This is similar to your secretarial and accounting personnel's maintenance and use of filing cabinets full of information.

In this section, references are made to ***fields***, ***records***, and ***files***. If you are unfamiliar with these terms, a brief explanation at this point might help:

Field

A place to store a discrete piece of information, such as a name, a code, or a rate; for example:

W. D. EAGAR

is the contents of a name field in an employee record.

Record

A group of related fields that contain data pertaining to one employee, one vendor, or one general ledger account. For example, an employee record may contain:

W. D. EAGAR 47 PLEASANT RD ATLANTA, GA
and so on

File

A group of one or more records of a similar type. For example, the Employee Master file might contain master records for:

M. A. BUCKO
R. W. FULTON
J. A. STUBBART

Master files

Each application uses various master files. Here, by application, are the major required files and some important characteristics of each.

General Ledger

The General Ledger master file contains one record per general ledger account per company for the current fiscal year, previous

fiscal year and budget. Each record includes:

- Descriptive information (description, account classification such as asset, liability, income, and so on)
- Balance amounts at start of fiscal year
- Monthly accumulations of debits and credits

The General Ledger Format file contains one record for each line on a financial statement. Each record includes:

- Heading or total columns
- Descriptions
- General Ledger account number

Accounts Payable

The Vendor master file contains one record for each standard vendor. Each record includes:

- Descriptive information (name, address, and so on)
- Cumulative purchase volumes

The Open Payables file contains, for each invoice, one invoice total record and one record for each distribution on the invoice. These records include:

- Cash discount amount
- Invoice amount
- General Ledger account number
- Due date

The Vendor Check Reconciliation file contains one record per outstanding check. Each record contains:

- Check number
- Amount
- Date
- Vendor information

Payroll

The Employee Master file contains one record per employee. It includes such information as:

- Descriptive information about each employee (name, social security number, pay rates, and so on)
- Cumulative earnings data
- Cumulative Federal tax data
- Cumulative hours

The Employee State, County, and Local file contains one record per employee per state or local taxing body. Each record includes:

- Cumulative taxable earnings
- Cumulative taxes withheld
- Marital status and exemption codes

The Tax Table file contains one record per taxing body per marital status per pay frequency. Each record includes:

- Tax rates and limits
- Exemption values
- Tax credit values

The Union master file contains one record per union deduction. Each record includes:

- Deduction description and frequency of deduction
- Deduction amounts or percentages

The Employee Miscellaneous Deduction file contains one record per deduction per employee. Each record includes:

- Deduction amounts or rates
- Deduction limits
- Deduction frequency

The Labor Distribution file contains one record for each department/work center. Each record includes:

- Description
- Cumulative hour and dollar information

The Deduction Distribution file contains one record for each deduction (bonds, insurance, and so on). Each record includes:

- Deduction description
- General ledger account to be credited with charge

The Payroll Check Reconciliation file contains one record per outstanding check. Each record includes:

- Check number
- Amount
- Date
- Employee information

Data Collection System Support

The Badge master file contains one record per employee. Each record includes:

- Badge number
- Employee number
- Foreman number
- Company number
- Shift worked
- Shift paid

The Transaction Format file contains one record for each action defined for the IBM 5230 Data Collection System. Each record includes:

- Transaction code
- Description of data fields entered via the IBM 5230

Financial Analysis

The Automatic Journal Entry file represents the formulas for automatically generating journal transactions. Each automatic journal entry contains a description record, an optional distribution record, and at least one factor record.

- The description record includes:
  - Descriptive information (auto journal entry ID, work field ID, auto journal entry description, work field description, frequency code, debit and/or credit general ledger account number, reversal code).
- The optional distribution record includes:
  - The automatic journal entry ID
  - A set of 6 general ledger account numbers and distribution percentages.
- Each factor record (containing the calculation formulas) includes:
  - A processing condition statement
  - Sequence ID identifying the particular factor record
  - A first operand, second operand, and an operation code.

The Budget Preparation file contains the information necessary to prepare annual budgets. The file contains a description record for each general ledger account or work field and, one or more factor records.

- Each description record includes:
  - A budget account number or a work field ID
  - A description (typically, the same as the general ledger account description for a budget account number)

- Each factor record includes:
  - Budgeting period/month
  - Sequence ID to identify the particular factor record
  - A first operand, second operand, and an operation code.

The Financial Ratios file contains the General Ledger control accounts for each of the 23 ratio variable codes. Each record includes:

- Company number
- One of the 23 ratio variable codes
- Sequence number
- List of accounts which comprise a particular ratio variable.

The Fixed Asset file contains all the information needed to automatically calculate depreciation on every asset. It includes three record types for each asset in the file: the vintage account record, the asset header record, and the depreciation schedule record.

- Each vintage account record includes:
  - Descriptive information about the vintage account (asset guideline class, vintage year, life of vintage, depreciation method)
  - Depreciation totals (current period, year-to-date, life)
  - Vintage account totals (capitalized values, estimated salvage, selling price, and expense deduction).
- Each asset header record includes:
  - Descriptive information about the asset (serial number, previous group number, description, type of asset, life, location, capitalized and retirement dates)
  - Asset amounts (estimated salvage, selling price).
- Each depreciation schedule record includes:
  - Descriptive information about the schedules assigned to each asset (activity code, depreciation method, recovery period, general ledger account numbers, number of periods depreciated, and year switched)
  - Asset amounts (capitalized value, ITC amount, ITC percent, and expense deduction)
  - Depreciation totals (current period, year-to-date, and life).

The Depreciation Calendar file contains one record type for each depreciation schedule, by company. Each record includes:

- Description
- Number of periods in year
- Number of periods depreciated year-to-date
- Beginning and ending date for each period.

The Report Writer file contains records that define how a financial statement is formatted. Each statement can include 6 record types: title, column, body, additional accounts, footnote, and companies. The record types can include the following information:

- Up to 6 lines of title which can be a date, a literal, or a company name
- Up to 6 columns per statement with 26 column codes
- Heading and detail lines, and 9 levels of totals
- Additional accounts to be accumulated or printed separately on the report
- A definition of the companies to which this report format applies
- Up to 100 lines for use as footnotes.

System Control file

The System Control file provides a special place to store relatively unchanging information that is used by more than one procedure or program. This arrangement permits you to easily change such information as tax percentages.

Among the important contents of the System Control file are:

- Internal control information needed to run your application system (ranges, dates, limits, percentages, and so on)
- User options
- File-sizing data.

Other files

You will use several transaction files for daily processing of data, and backup files to retain on diskette all master files for storage in a safe place. Many other files and records are for internal system use only (work and summary files, sort files). These are not described here.

Major field sizes

The following is a list of the major data fields used in the five applications discussed in this book. For each field, the maximum size is indicated and whether it is restricted to numeric information or may contain alphanumeric information. The number of decimal positions is shown for numeric fields. You can use this list to help determine whether these applications meet your data field requirements.

	Size (including decimals)	Alphameric/ numeric	Decimals
General Ledger number	7	N	0
Vendor number	6	A	–
Employee number	5	N	0
Company number	2	N	0
General ledger account description	25	A	–
Period debit or credit amount	11	N	2
Invoice amount/one invoice	11	N	2
Vendor invoice number	10	A	–
Maximum amount for Accounts Payable check	11	N	2
Partial pay amount (each payment)	9	N	2
Taxable gross/quarter	9	N	2
Miscellaneous deduction amount one payroll deduction	5	N	2
Employee name	25	A	–
Tax withheld/quarter	9	N	2
Miscellaneous deduction maximum-to-date	9	N	2
Employee net pay maximum	7	N	2
Regular, overtime, or premium rate	5	N	3
Employee salary	7	N	2
Order number	7	A	–
Operation number	4	A	–
Quantity	7	N	0
Work center	5	A	–
Department	4	A	–
Automatic journal entry ID	7	A	–
Budget plan description	25	A	–
Budget account ID	7	A	–
Fixed asset serial number	15	A	–
Report Writer title	40	A	–
Report Writer footnotes	60	A	–

Glossary

This glossary defines terms and abbreviations that are important in this book. It does not include all MAPICS terms nor all terms established for your system. If you do not find the term you are looking for, refer to the Index to to glossaries in other MAPICS publications, or to the ***IBM Vocabulary for Data Processing, Telecommunications, and Office Systems***, GC20-1699.

This glossary contains terms and definitions from the ***IBM Vocabulary for Data Processing, Telecommunications, and Office Systems***, GC20-1699.

action
An event, such as "job on," entered into the IBM 5230 Data Collection System.

adjusted elapsed time
The difference between time off and time on for a labor record, allowing for shift start, lunch start, lunch stop, and shift stop times.

alphameric
A term encompassing alphabetic characters, numeric digits, or special characters. See ***numeric, special character.***

application program
A program used to do a particular data processing task; for example, a program that prints paychecks.

apportionment
For employee labor records (other than time-and-attendance) that span the same time period, the sharing of time equally among the records.

backup diskette
A diskette that contains information that was copied from another diskette or disk.

badge
A plastic identification card. A magnetic-stripe badge can contain up to 17 numeric characters. A punched-hold badge can contain up to ten numeric characters.

badge entry
(1) A badge number assigned to an employee. (2) The recording of data by inserting a badge into an entry station.

batch mode
A method of running jobs that do not require continuous operator attention; that is, processing that is not interactive. Contrast with interactive mode.

byte
The machine representation of a character.

call
The action of bringing a computer procedure into effect by specifying the required name and desired run-time option.

CMD key
See ***command key.***

command function key
One of the keys in the top row of the display station keyboard, used with the CMD key, to request specific functions from the system or application program.

command key (CMD key)
The function key on the display station keyboard that, when pressed, causes the system to recognize the command function keys in the top row. See ***command function key.***

concurrent processing
A method of processing in which two or more jobs appear to be processing at the same time. Actually, the instructions of each job are processed one at a time, alternating to make the most efficient use of the system.

configuration
The group of machines, devices, and programs that make up a data processing system.

control command
A command statement used by an operator to control system or display station operation. A control command does not run a procedure and cannot be used in a procedure.

controller
(1) The part of the IBM 5230 Data Collection System that collects data entered through entry stations and produces diskette records. (2) An accounting officer of a business enterprise.

data
A collection of facts, numbers, letters, or symbols that can be processed by a computer.

data base
A collection of stored data.

dedicated
One mode of operation of a privileged procedure; requires that it be the only procedure executing, because of system restrictions or function of the procedure.

default
An alternate value or option that is automatically chosen when none has been specified by the user.

definition record
Describes to the controller the number of loops in the IBM 5230 system, the number of stations on each loop, the data output record, and actions for each station.

device
Synonymous with machine.

disk file
An organized collection of related records on disk that are treated as a unit.

disk storage
Direct access storage that uses one or two magnetic disks to store programs and data files.

display
(1) A visual presentation of data. (2) (Noun) When a display screen format is executed, all of the information on the display screen. (3) (Verb) To present an image on a display screen.

display screen
The part of a display station on which data, messages, or other information is displayed.

display station
An input/output device that has a keyboard for data entry and a display screen on which data is displayed.

employee number
A payroll system number assigned to a person employed by a firm.

error message
(ANSI definition) An indication that an error has been detected. Contrast with informational message.

execute
To cause an instruction, program, procedure, or other machine function to be performed.

field
A place to store a discrete piece of information, such as a name or a code.

ID
Abbreviation for identification. See ***user ID.***

indirect labor actions
Labor actions that do not contribute directly to the operation, such as setup.

informational message
A message that is not the result of an error condition. Normally, an informational message gives the status of a job or operation. Contrast with error message.

initial program load
A sequence of events that loads the system programs and prepares the system for execution of jobs.

input data
Data to be processed. Synonymous with input.

input/job queue
A list of jobs on disk that are waiting to be run by the system.

input/output
Pertaining to either input or output or both.

inquiry
The requesting of specific information from the System/36 via a display station. To make the request, the operator enters data that identifies the information. For example, an employee number is used to request the information contained in his Employee Master record.

interactive mode
A method of operating the System/36 in which information is entered through a display station, acted upon by the computer, and the computer returns a response to the display station.

interface
(1) The hardware and programs that permit exchange of information between computer systems or among devices. (2) The facility to allow information to pass from one application to another (for example, payroll information to General Ledger).

journalizing
Posting edited General Ledger transactions to the monthly General Ledger transaction file and printing the appropriate journal showing those transactions.

keyboard
A systematic arrangement of keys, attached to a display station, by which commands and data are entered into the system.

library
An area on disk that contains programs and procedures.

line printer
A device that prints all characters of a line in a single operation.

load
(1) To enter data or programs into storage; for example, to load master files. (2) To prepare an input/output device for operation; for example, to load paper into a printer.

loop
Communication lines that attach entry stations to a controller.

main storage
Storage available in the processing unit where all logical, arithmetic, and control operations take place under program control.

master file
A collection of permanent information; for example, a customer file that is often processed along with a transaction file.

matrix code
Same as action code.

menu
A displayed list of items from which the operator makes a selection.

message
A series of words or symbols appearing at the bottom of the display screen, designed to convey information to the operator about the accuracy of data being entered. See ***informational message, error message.***

message identifier
A field that appears on the display screen or on a printed report that identifies a specific message to the operator.

mode
Synonymous with method of operation.

move action
An action that reports movement of material.

numeric
Pertains to digits 0—9. See ***alphameric, special character.***

OCL
See ***operation control language.***

operation control language
A programming language used to identify a job and its processing requirements to the system support program product.

output
Data delivered or ready to be delivered from a device or program, usually after some processing.

paging
Displaying the records in a file in sequence on a display station. Using this facility, an operator can read through an entire file rather than just seeing one set of information, as is done when inquiry is used.

payoff
To manually write a paycheck for an employee. This is done when the employee must be paid immediately rather than in the next regular payroll cycle.

personalization
The act of creating definition records to describe the IBM 5230 system to the controller.

privileged procedure
A procedure that updates permanent files and is subject to strict procedure control. Contrast with general procedure.

processing unit
The parts of a computer that perform the processing and control functions for the system, perform operations on data, and control the output.

program
(1) A sequence of instructions to a computer, written in a special form the computer can interpret. A program tells the system where to get input, how to process it, and where to put the results. (2) A set of instructions that tells the system which operations are to be done and how to do them.

program product
An IBM-written, licensed program for which a monthly charge or one-time charge is made. A program product performs functions related to processing user data.

prompt
A message issued by a program that requests either information or an action by an operator to continue processing.

record
(Noun) A collection of related data, treated as a unit. For example, one line of an invoice could constitute a record.

record key
A field within a record that identifies the record in a file.

record length
The total number of characters (bytes) in a record.

serial printer
A device that prints characters one at a time. Contrast with line printer.

session
The elapsed time from user sign-on to sign-off.

session date
The date associated with a work station session. If a session date is not entered, the system assumes (defaults to) the system date. See ***system date.***

shop order
A number that identifies a manufacturing or assembly order.

shop packet
The necessary documents for a shop order.

sign-off
The procedure used to end a session at a display station.

sign-on
The procedure used to begin a session at a display station.

special character
A character other than alphabetic or numeric; for example, * + % are special characters.

spool file
An area on disk where spooled printer output is stored while waiting to be printed.

spooling
A part of the system support program product that provides temporary storage of print data on disk, and allows printing to operate concurrently with other tasks.

system configuration
A process that specifies the various components and devices that form a particular operating system. System configuration combines user-specified options and parameters with IBM programs to produce a system having the desired form and capacity.

system console
A display station that performs as a work station at the central processing area, and is designated to activate certain system functions, and control and monitor system operations and other work station operations.

system date
The date assigned by the system console operator during the initial program load procedure. Generally, the system date is the same as the actual (today's) date. See ***session date.***

system printer
A printer, either line or serial type, designated when the system is installed, that is used to print output, unless the output is specifically directed to a work station printer. Contrast with work station printer.

time-and-attendance option
An option that allows the user to create payroll records from either job records or time-and-attendance records.

transaction
An item of business. Customer orders and customer invoices are examples of transactions. Transactions saved in a transaction file are usually processed along with a master file by RPG II, WSU, or DFU programs. For example, in a payroll application, a transaction file could indicate the number of hours worked by each employee and the master file could indicate each employee's name and pay rate.

update
To modify a file with current information according to a specified procedure.

user ID
A special assigned number entered by each operator at sign-on. The System/36 checks this number against a security list to be sure that the operator is authorized to use the system.

variance time
The time lost between clocking off one job and clocking on to the next job.

work center
A specific productive facility, such as several people, several machines, or an assembly area dedicated to a specific product line.

work station printer
A serial printer, designated when the system is installed, that is used to print work station output. Contrast with system printer.

work station
A device or component that allows communication between the user and the computer—a display station, a serial printer, or a combination of both constitutes a work station.

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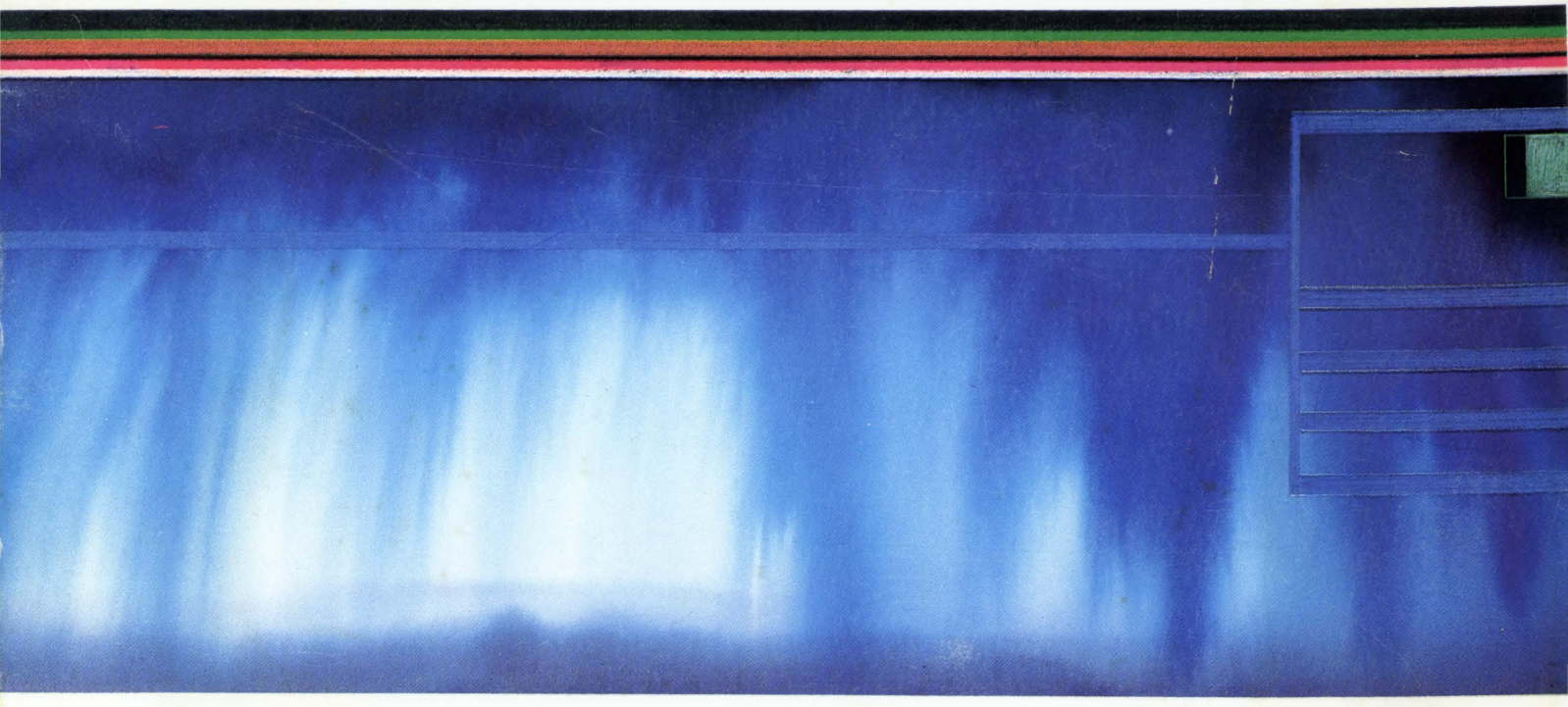

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